**Jessica Murtagh**

**Kilmacredock**

**Maynooth**

**Co.Kildare**

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**Educational Details**

ScoilChearbhaillUiDhálaigh, Leixlip, Co. Kildare (September 1999- June, 2007)

ColáisteCoisLife ,Griffeen Glen, Lucan ,Co. Dublin (September 2007 – June , 2013)

At present – Studying at Liberties College Dublin, Montessori and Childcare Level 5&6 Fetac

**Leaving Certificate 2013**

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| Subject | Level | Grade |
| Irish | Honours | B1 |
| English | Honours | D1 |
| Maths | Pass | C3 |
| German | Pass | B2 |
| Biology | Honours | D3 |
| Chemistry | Pass | C3 |
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**Work experience**

* Babysitting ( I have been babysitting the past four years)
* Assisting organiser at Irish Dancing competitions. I have been doing this three years. At feiseanna I would collect and sell tickets to the competitors
* 123.ie .I helped in this insurance company for four weeks, I was indexing and working in the postal area. I really enjoyed working there.
* Little Harvards Montessori. I helped out here for two weeks on fourth year work experience. I was working in the playschool and the Montessori area. I would read to the children and help them with their work and sing-along with them
* I also did a week in ScoilCearbhaillUiDhálaigh and Scoil Mhuire in woodview heights. I helped in all of the classes and thought them new Irish sentences. I also helped the secretary every afternoon by typing letters out and printing out class work.
* As part of my first year in College I have been in Ryevale Montessori and Daycare. I was in the Toddler room for three months and then I was in the Montessori Classroom from January to May.
* I have worked in a curtain and bed linen shop, here I gained experience working on the tills, answering the phone and helping customers pick the right products. .
* I am currently working in Playzone Celbridge.

**Present employment**

* I worked in Kelso curtain and bed linen , Manor Mills Maynooth. I started working here on the 8th of July. I was a sales assistant here.
* I currently work in Playzone celbridge, were I am working with children and also their parents from time to time.

**Hobbies, Interests& Achievements**

* Irish Dancing- I have been doing Irish Dancing for 14 years and have competed at County, National and International Level.I have won numerous competitions at each level and I am currently pursuing my Grade Nine teachers exams.
* I won the Gaisce award (bronze award) in 2011. To achieve this award I volunteered in St.Vincent De Paul every Saturday morning for two hours , I attended my dance classes three times a week and I also started cooking every Saturday evening.
* I Received a Personal Achievement award on my 4th year Graduation night
* I have a distinction in Occupational first aid from college
* I am definitely a people person- I have good skills when it comes to talking to adults and children from my previous experiences.
* I have my Fetac Level 5 in childcare. I Received 3 distinctions, 5 Merits and two passes in my first year of exams.
* Throughout my first year of college work experience I attended a food handling course. I now have my HACCP certificate.

**Referee**

Tomás Ó Donagáin, Principle of ColáisteCois Life, Griffeen Glen, Lucan Co. Dublin (6211 825)

David Kelso, previous manager at Kelso Curtains and Bedlinen, Maynooth Co. Kildare (0868212001)

Bernadette Townley, College Tutor of the Liberties College Dublin. (0863111764)

Pat Kelly, Playzone Celbridge (01)- 6273996

**Cover letter**

I Jessica Murtagh am a student in Liberties College, Dublin. I am currently studying Montessori and Childcare i’m in my second year. I am 19 years old and living in Leixlip. I am looking for part time work, evenings and weekends would be best. I am willing to learn new things. I am a friendly person and love working as a team. I’m a people person, trustworthy, and reliable. I have access to more a less any were around Dublin and Kildare as I drive. I’m willing to begin working immediately. I work part time at the moment but the hours are beginning to get shorter as they’re a lot of staff members.

I appreciate that you took the time to read this cover letter , my CV is attached.

I look forward from hearing from you,

Kind regards,

Jessica Murtagh.