

- Maintaining accurate and confidential client records in adherence to professional and ethical guidelines.
- Staying informed on best practices and emerging research to enhance therapeutic effectiveness.
- Upholding the ethical standards of the Irish Association for Counselling & Psychotherapy (IACP) to provide high-quality care.

Sept 2019 – Dec 2024 (Part-time) Life Coach Self-employed

- Provided one to one coaching sessions with a variety of clients.
- I was a member of the International Coaching Federation (ICF) and followed their guidelines and code of ethics.
- Worked mainly with clients in their midlife years who wished to change or create their careers.

Oct 2003 – to date (Part-time) Voluntary Notified Childminder Self-employed

- Overall responsibility for children in my care.
- Provide all home cooked meals, school collections and help with homework.
- Drafted parent contracts and child information forms.
- Notified to Tipperary Childcare Committee and follow their policies and procedures.
- I am fully insured, Garda vetted and a member of Childminding Ireland.

Sept 2001 – to date (Part-time) Bookkeeper Cecil Chadwick Accountancy

- Processing invoices, credit notes and bank payments on Quickbooks software.
- Prepare OWT1 forms for employees to sign.
- Reconciling creditors statements with Quickbooks and requesting missing data as required.
- Generate payroll reports using Collsoft payroll software.
- Assist with end of year management accounts file preparation.
- General day to day office administration, filing and emailing/phoning creditors.

Jun 1996 – July 2001 Shop Assistant Centra Foodmarket, Mountrath

Additional Information & Training

- IACP Certificate for Counselling Online.
- Certificate in Suicide training.
- IT Skills– Excel, Word, PowerPoint, Outlook, QuickBooks, Big Red Book, Collsoft and Moodle.
- I continuously work on my personal development and have undertaken many short courses, including assertiveness training and mindfulness teaching for children.

- I attend as many webinars as possible from Aware, MyMind, SeeChange, Barnardo's and many others. I enjoy connecting with the event speakers on LinkedIn in the hope of building a useful network of like-minded people.
- Garda Vetted and First aid training, updated as required by Tipperary Childcare Committee and Childminding Ireland.
- Tusla Children First Certificate.

Interests & Hobbies

An avid reader. I also enjoy practicing mindfulness, yoga and pilates.

A previous member of the Board of Directors of Life Connections CLG.

I was a member of Scouting Ireland for almost fifteen years, up to and including Local Group Leader.

References available on request.