

Work for Weekend Musketeers - Friday 12th Jan 2024: *Available this weekend:* Tamara, Madeleine & JonnyG **Absent:** Ailbhe

1. Be conscious not to leave anything hanging after the weekend work (see 2. below).
2. Pass all outstanding work to Tamara to follow up if need be. **Include aidrienne@slinuacareers.com in all emails please (to/about clients to SNC staff).**
3. All What's Apps to be in the Weekend group whatsapp please.
4. Any suggestions to make this run smoother gladly accepted.
5. Anyone free Monday week (22nd January) and we could book a room in the convent - or any day that would suit the majority.
6. **Follow up on last year's clients if work outstanding or waiting for a client to get back to us let Aidrienne know - if you have exhausted all avenues and client just not getting back to you.**
7. Returning clients, make sure to check all dates and increase the length of time if you are using information from an old CV.
8. Remember to remove your folders from the CV sign off folder once they are signed off.

<p>Gearóid Armstrong- GPA-GalwaySF. CV & LinkedIn updated (Previous client 2020) Deadline - None but as soon as possible please. Sending in more info today/tomorrow and then JonniG will convert and Madeleine do the CV & CL and move onto LinkedIn once Gearóid is happy with his CV (AG 10/01/24).</p> <p>12/01/24 GONE to JonniG for Conversion. Now ready for Madeleine to work her magic on it 12/01/24. Gearóid not happy: "He thought that both content and layout were an issue. Felt that the CV cut too much out especially what was relevant to what he wants to do now." As Madeleine not back till weekends Tamara is chatting with Gearóid and restructuring his CV the way he wants it.</p>	<p>Tamara</p> <p>13/01/2024: Sent to sign-off.</p> <p>Tamara working on CV again with Gearóid as he feels CV was cut too much etc. - no worries - this is what we say 'Come back to us if you feel there are parts you want to change etc..</p> <p>T: 19/01/2024: Came back to me with questions about his new draft. T: 19/01/2024: Hopefully final CV sent to Gearóid. T: 23/01/24: LinkedIn sent to Gearóid 'CV DONE & Gone to client' Linkedin Done and gone to client Gearóid is happy with everything</p>
<p>Shane McEntee-GPA-MeathSF. Looking CV updated for application for MBA in Trinity. Sent email, cc'd Tamara requesting submit CV Google form as no original CV - spoke to Shane 11/01 and will get this done asap. Would also like us to update his LinkedIn once he is happy with his CV - AG to get permission from GPA once gone to sign off. JonniG converting 12/01/24.</p> <p>Tamara sent CV to sign of and then out to client 17/01/24. Need to check to make sure Tamara has spoken to the client and discussed his CV & CL lay out and</p>	<p>Tamara</p> <p>16/01/2024: Sent to sign-off 17/01/24: Back from Sign Off 17/01/24 - Sent to client - Tamara did you speak to Shane at any stage? Do we know if he is happy with his CV?</p> <p>T: Yes talked to Shane a few times, but that was still whilst I was writing. He hasn't come back to me yet, but I will follow up on this via WhatsApp on 20/01/24 21/01/24: Followed up on Shane he said he hasn't had</p>

content. (Has to be done with all clients. 18.01.24		a proper chance to read through the detail yet, but that it looked good 'CV DONE & Gone to client'
<p>Róise Lennon-GPA-Roscommon SLF. Looking CV, Per statement & LinkedIn profile.</p> <p>JonniG converted 12/01/24 and then to go to Tamara. All yours Tamara now 12/01/24.</p> <p>Where are we on the Personal Statement? (or is the Cover Letter the Personal Statement) 17/01/24.</p> <p>T: Personal Statement written, signed off and she's happy with everything 19/01/24</p>	Tamara	<p>15/01/2024: Sent to sign-off 16/01/2024: Sent to Róise, and she's happy with everything 'CV DONE & Gone to client'</p>
<p>Clare Emerson - GPA-Antrim-LGFA - LinkedIn LinkedIn form completed & Cv, all in folder and Password in 'ClareE LinkedIn' what's app group. Madeleine into her LinkedIn - 01/12/23. Gone for Ailbhe to sign off now - 01/12/23. Spoke to Clare, she hadn't had a chance to read over her LinkedIn yet but when she does she will get back to us and now wants us to do her CV & Cover Letter too. Will wait to hear back from her Madeleine. (AG 04/12/23). Sent email to see if happy with LinkedIn profile and if she now wants her CV done. I will contact GPA on her behalf and then get the ball rolling - waiting for reply 12/12/23. Got reply from GPA and ok to go ahead with CV. No reply yet from Clare re CV - 19/12/23 Sent clare a what's app to see if she is ready to go ahead with CV - got all clear from GPA.</p>	<p>Madeleine LinkedIn DONE Will get back to us shortly to get her CV done too.</p>	<p>Madeleine when you get this done let Ailbhe know and Ailbhe will you then sign it off please? Ailbhe: It seems Tamara has it done already MH: I have sent her profile to LinkedIn sign-off, you can find it in my LinkedIn folder. I have sent Clare her Action Sheet. LinkedIn Done and gone to client</p>

Ciarán McFaul - GPA- Derry SF - has not replied to any of Emails or What's apps - Still no reply - Aidrienne	Aidrienne NOT RESPONDING	Waiting for client response.
Brian McLoughlin-GPA-KildareSF. NOTE: Currently living in Australia - <i>‘Thanks for that. My contact number is 0405237384 and we are 10 hours ahead but happy to work around your schedule ‘</i> Brian has to contact GPA - Stephen directly first. Aidrienne advised Brian today 12/01/24.	Tamara	CV done and gone to client

Work for Weekend Musketeers - 15/12/23: Available this weekend: Ailbhe, Tamara - Madeleine on Sunday

<p>Ciarán Burke - GPA-OffalySH- Looking LinkedIn done- 'LinkedIn 4'-. We have his LinkedIn form but no CV? OK'd by GPA to do CV first and sent CV gathering info form to Ciaráin to complete. Waiting on CV info form and will get John to convert first. Aidrienne will ring him today 01/12/23. No answer so left a message 01/12/23. Got a reply on whatsapp: <i>"Hi, I won't have it completed till Sunday. I'm flat out with shift work and hurling training at minute."</i> Hopefully CV info today 04/12 sometime. CV info in, so getting John to Convert and will get Madeleine to write CV on Friday and then move onto his LinkedIn. 06/12/23</p> <p>Sent ciaráin a reminder whatsapp that madeleine still waiting for the additional information from him (12/12/23 AG).</p> <p>Any word back from Ciaráin Burke yet Madeleine?</p>	<p>Madeleine</p>	<p>MH: I have sent a reminder to start his CV gathering form via WhatsApp (24 Nov) Waiting for client response.</p> <p>8 Dec: I've sent email and message asking for info, John will then convert once I have everything.</p>
<p>Ryan Devlin- GPA- TyroneSH- CV- went to sign off and Back 20th Nov Where are we at with Ryan's CV? Thanks Madeleine.</p> <p>Any word back from RYAN so we can complete his CV? 04/12/23</p> <ul style="list-style-type: none">- No response yet. <p>Sent quick what's app to Ryan today to see if he wanted Madeleine to add in that extra info she had asked for - will let you know if any word back (AG 12/12/23).</p> <p>Anything back from Ryan Devlin? 22/12/23</p>	<p>Madeleine</p>	<p>I am waiting for more info. I sent him an email last week. Perhaps I could email him what I already have in his CV and cover letter and let him respond back? Yes could do that and maybe whatsapp him to let him know you sent the draft but would like to add in the extra info you asked for.</p> <p>1 Dec: Sent Ryan email with CV</p> <p>CV gone to client (1st draft)</p> <p>If Ryan wants to come back with the following, I could write it into the CV:</p> <ul style="list-style-type: none">- have you had previous jobs other than working with GEDA construction?- When did you start your course in Quantity Surveying?- Regarding GAA, could you give me more information about the age groups / titles won etc.?- have you had any coaching or volunteering experience?

<p>Cian Kiely-GPA-CorkSF: CV - Gone to sign off 01/12/23. Back from Sign off - how are you getting on with this Tamara or have you handed over to one of the team? Has this gone to Cian? yes</p>	<p>Tamara /Madeleine</p> <p>DONE</p>	<p>9 Dec: MH, I edited and changed the layout. CV gone to client</p>
<p>Muireann Kelleher - GPA-Dublin Camogie - CV was completed by Madeleine. LinkedIn to be complete. I have sent the LinkedIn email and set up the whatsapp group- 'Linked 6'- wait and see if we hear back. Thanks Madeleine, that's all we can do really. Muireann has come back with her password for her LinkedIn profile - apologised for delay but has just moved to London last week and is chasing her tail at the minute. 06/12/23 Has LinkedIn been sent to Muireann yet?</p>	<p>Madeleine</p> <p>DONE</p>	<p>No response re LinkedIn yet, hasn't filled out form. 1 Dec: I just rang Muireann, no response so I will leave her a message. Waiting for client response.</p> <p>8 Dec: LinkedIn gone to sign-off.</p> <p>17 Dec: LinkedIn Done and gone to client</p>
<p>Fionnuala Kelly - GPA-AntrimSC: CV for Student placement here or abroad. CV received and some info on placement. (John is travelling today). Ailbhe if you have time can you convert this one and hand it over to Madeleine to write it please? Brilliant Madeleine - When signed of will you ask Fionnuala when you are speaking to her if she wants to go ahead and do LinkedIn? If she says yes send her out the LinkedIn email with the 3 steps and let me know and I will get the ok from GPA.</p> <p>Any word back from Fionnuala re having LinkedIn done? Not yet 19/12/23.</p>	<p>Ailbhe /Madeleine</p> <p>CV DONE</p> <p>May want LinkedIn done see if she comes back to us?</p>	<p>Converted, now handed over to Madeleine. MH 25 Nov: I have sent an email to F to ask for more info. I won't send her CV to sign-off until I have included more information. 1 Dec: I received info and sent the CV and cover letter to sign-off. CV DONE & Gone to client - I have asked her about doing LinkedIn.</p>

Work for Weekend Musketeers - 08/12/23: Available this weekend: Ailbhe, Madeleine, Tamara & John

<p>Clients Details from Aidrienne</p> <p>Please CC: aidrienne@slinuacareers in ALL client & sign off emails.</p>	<p>Aidrienne Tamara sort out writers On Job Tamara sort out who is signing off</p>	<p>If CV finished Comment: 'CV DONE & Gone to client' If LinkedIn finished: ██████████ 'LinkedIn Done and gone to client' CV done & Now onto LinkedIn: 'CV done and LinkedIn email & WhatsApp sent'.</p>
<p>Maeve Callaghan - GPA-ArmaghSC - CV and developing a Personal Statement for a PGCE next year. Have an old CV and some extra information just received 01/12/23. Might get John to convert this one this evening and will be ready for you tomorrow Madeleine? Madeleine, John may not have done the Personal Statement or would it be the Cover Letter? Thank you. 04/12/23 CV & Per State gone to sign off 05/12/23. Let me know how you get on with the CV & Per statement on Monday - Thanks Madeleine - 04/12/23. CV & PER State back from Sign off - R they ready to go to client yet? 06/12/23</p>	<p>Madeleine DONE</p>	<p>2 Dec: MH, I have CV done, will send to sign off. Re the personal statement, I cannot find the one John converted? I can finish this on Monday. 4 Dec: I have sent to sign-off.</p> <p>8 Dec: CV DONE & Gone to client</p>
<p>Ciarán McFaul - GPa- Derry SF - has not replied to any of Emails or What's apps - Still no reply - Aidrienne</p>	<p>Aidrienne NOT RESPONDING</p>	<p>Waiting for client response.</p>

Work for Weekend Musketeers - 01/12/23: Available this weekend: Ailbhe, Madeleine, & John (Sat & Sun) **Absent:** Tamara

Any Clients outstanding below, we need to ring them and try to get finished this weekend if possible.

<p>Clients Details from Aidrienne</p> <p>Please CC: aidrienne@slinuacareers in ALL client & sign off emails.</p>	<p>Aidrienne Tamara sort out writers On Job Tamara sort out who is signing off</p>	<p>If CV finished Comment: 'CV DONE & Gone to client' If LinkedIn finished: _____ 'LinkedIn Done and gone to client' CV done & Now onto LinkedIn: 'CV done and LinkedIn email & WhatsApp sent'.</p>
<p>Brendan O' Leary- NonAgency - 3rd Level student looking for CV for Student placement. John converted so ready to go.</p> <p>1. Have you sent the CV to sign-off? Thanks Ailbhe. Ailbhe, did sign off come back to you? Has CV gone to Brendan yet? 04/12/23 Back from Sign off and Liam having a look. Liam sent to the client today and the client came back with some feedback, Liam following up with Brendan today - 05/12/23.</p>	<p>Ailbhe /Liam</p> <p>DONE</p>	<p>Finished CV ready for sign-off Apologies sending it now to sign-off. Thanks Ailbhe, when it comes back will you send it out to him or let me know and I can send it out - AG 01/12/23.</p>
<p>Mark McInerney - GPA- Clare-SF - CV John has his converted, Madeleine can you write CV please? Madeleine, did you have a quick look at the notes in the word doc in his folder too? Yes, as he is applying to three courses I will write one cover letter and he can substitute the name of the course (all three are v. similar). Thanks M, I also what's app'd him your email. Madeleine, mark replied to my whatsapp: " Thanks Adrienne, I'll get going on that for her 👍" Good stuff Madeleine.</p>	<p>Madeleine</p> <p>DONE</p>	<p>MH: I have sent him an email to get more information. I have edited the CV and cover letter, ready for sign-off once Mark gets back to me. (Good woman). 1 Dec: Mark replied to me. I sent his CV to sign-off. CV DONE & Gone to client</p>

Work for Weekend Musketeers - 24/11/23: Available this weekend: Ailbhe, Madeleine, Tamara, & John (Sat & Sun)

When sending out the Draft CVs advise the client that you are now going to move on to the LinkedIn profile (if applicable) and carry on if you can at this stage

<p>Clients Details from Aidrienne</p> <p>Please CC: aidrienne@slinuacareers in ALL client & sign off emails.</p>	<p>Aidrienne Tamara sort out writers On Job Tamara sort out who is signing off</p>	<p>If CV finished Comment: 'CV DONE & Gone to client' If LinkedIn finished: 'LinkedInDone and gone to client' CV done & Now onto LinkedIn: 'CV done and LinkedIn email & WhatsApp sent'.</p>
<p>Rory Maguire - GPA-CorkSF - Looking CV & LinkedIn- Madeleine has CV sent out so onto LinkedIn now please. Sent him the LinkedIn email. Joined whatsapp group, go ahead Madeleine. 'Rory LinkedIn' . Level of urgency: As soon as you can but no Major rush</p> <p>Replied to txt 21/11 so hopefully available on Friday for Madeleine.</p> <ol style="list-style-type: none"> 1. Has the CV gone to Rory? Yes 2. Did we get into the LinkedIn Profile? Yes 3. Have both been signed off and gone to Client? 	<p>Madeleine</p> <p>DONE</p>	<p>13 Nov: CV DONE & gone to client</p> <p>17 Nov: waiting for client to respond in order to get into his profile. 20 Nov: Still no response, will try on Friday. 23 Nov: I got into his profile. 24 Nov: I have sent sign-off email.</p> <p>27 Nov: TS signed-off on his LinkedIn MH has sent LinkedIn Action Sheet LinkedInDone and gone to client</p>
<p>Maura Lennon - Looking LinkedIn done- 'Maura Lennon LinkedIn'-. Email from Maura: <i>'Please see my CV and Cover letter attached. Can you send me draft of what would go on LinkedIn before posting please, I must give you a head shot , Thx a million, Maura'</i></p> <p>Level of urgency: Weekend as this client has been knocking around for a while (Liam here: Replicate the LinkedIn profile on a Word document and send to her. Actually, make this Word document a template for similar usage in the future).</p>	<p>TAMARA</p> <p>DONE</p>	<p>'LinkedInDone and gone to client'</p>

Aidrienne sent Invoice 22/11/23.Acknowledged by Maura and said she will pay. Have you finished with Maura now Tamara? yes		
Síobhan Murray -- Job evaluation form - Level of Urgency: Left phone message to say we will be back Aidrienne sent her the invoice too. Check Payment	Tamara DONE	Job Evaluation DONE & Gone to client'
Eileen Coleman- JonniG conversion done on CV and left in the Ballinrobe clients folder for Tamara- Deadline (16th Nv), Then Personal statement/Cover letter & Achievements Document (6 X 250 words or less). <i>Level of urgency: This weekend. Done</i> Check payment - Aidrienne	Tamara DONE	'CV DONE & Gone to client'
Feidhelm Joyce-GPA- Got email from Feidhelm, noe living in Boston and no requires our services for LinkedIn.	Aidrienne No LONGER REQUIRED	Waiting for client response.

Work for Weekend Musketeers - 17/11/23: At start of weekend, Aidrienne and Tamara tick-tack about this; at the end of weekend, Tamara checks progress, fills any gaps in terms of getting back to people; and then tick-tacks with AG on Mondays. progress, fills any gaps in terms of getting back to .

Always refer to Notes in the 'Notes word document' in the clients folder for more information before you start.

When sending out the Draft CVs advise the client that you are now going to move on to the LinkedIn profile and carry on if you can.

Feedback from Writers in right hand column (This will prevent any clients falling through the cracks.) Once Finished with CV if client wants LinkedIn send out the LinkedIn Email with the draft CV & CL & cc: aidrienne@slinuacareers.com, set up LinkedIn gp if not already done (include A & T) and send the email by whatsapp too.

Available this weekend: Ailbhe, Madeleine, Tamara, & John

Clients Details from Aidrienne	Aidrienne/Tamara sort out writers On Job Tamara sort out who is signing off	Feedback from Writers (This will prevent any clients falling through the cracks.) Once Finished with CV if client wants LinkedIn send out the LinkedIn Email with the draft CV & CL & cc: aidrienne@slinuacareers.com, set up LinkedIn gp if not already done (include A & T) and send the email by whatsapp too. Further instructions to follow here.. If CV finished - CV DONE & Gone to client If LinkedIn finished- LinkedInDone and gone to client CV done & Now onto LinkedIn: CV done and LinkedIn email & WhatsApp sent.
Aonghus Clarke - GPA - WestmeathSH- CV2 sent to client, 13/11/23. LinkedIn Profile Update. Ready to go. AONGHUS LinkedIn' Level of urgency: Weekend Is this gone to client? DONE	Madeleine DONE	17 Nov: started profile, waiting for initial info form. 18 Nov: sent to sign-off for review. 19 Nov: Signed off by Tamara 20 Nov: I have sent the action sheet to Aonghus. LinkedInDone and gone to client
Conor Dolan - GPA- PRIORTY- Madeleine - CV & LinkedIn : 'LinkedIn 5' . Madeleine: Did Conor get his CV & LinkedIn? Are we finished in full here Madeleine with CV & LinkedIn?	Madeleine DONE	Answer: His LinkedIn first draft email has been sent to him. He has given feedback for his CV and LinkedIn, and is happy with both..
Thomas Mulvey - GPA- came back and LinkedIn ready to be done, 'LinkedIn 9' - Ailbhe - Is Thomas' LinkedIn now finished?	Ailbhe	Answer: Yes, all good. CV & LinkedIn Done & Gone to client. Fully Finished

	DONE	
Take a look at the clients below from last week. Any you have dealt with please let me know if they are fully finished or need some more work. Can put your comments in a different colour below.		

Work for Weekend Musketeers - 10/11/23: (Let me know how long the LinkedIn is taking for each client please- just for charging the clients.)

At the start of weekend, Aidrienne and Tamara tick-tack about this; at the end of weekend, Tamara checks progress, fills any gaps in terms of getting back to people; and then tick-tacks with AG on Mondays.

Available this weekend: Madeleine, Tamara, John

Unavailable: Ailbhe

Client & Job	On job?	Let me know if CV & LinkedIn completed with ALL clients below.
Evan Finnegan -GPA-CavanSH- CV update for Level 9 course in TUD - Masters in Real Estate. JonniG has converted so Dream team to finish off please. Level of urgency: Weekend. CV gone to client 13/11/23	Madeleine DONE	CV DONE & Gone to client
Ciarán Downes - GPA- ClareSF - Looking CV to apply for Engineering Graduate programme - JonniG converted ready for weekend dream team. Level of urgency: Weekend Queried today and advised will be signed off by Mon, AG DONE	Tamara DONE	CV DONE & Gone to client
Eve Linehan -Primary school teacher - sending in CV to be updated - JonniG converting today so will be ready for Weekend Dream Team. Deadline 18th November. Level of urgency: Early next week, but ideally this weekend. CV gone to client	Tamara CV gone to client DONE	CV DONE & Gone to client
Seamy McAuley - GPA- ' Seamy LinkedIn ' group in What's app.- Seamy has sent in his details now @ 17:25 03/11, Madeleine doing Seamy's LinkedIn. Level of urgency: Medium LinkedIn gone to client for feedback 13/11/23.	Madeleine ready to go to sign off. Sent to client for feedback Done	LinkedInDone and gone to client

LinkedIn sign-offs:

- I'm thinking that Tamara will be the default sign off person for all MH, AOL and Stephanie LinkedIn profiles over the weekend and on Monday. This is because Tamara has more flexibility over the weekend and on Monday.
- If Tamara needs something signed off, she messages the group and asks Ailbhe or Madeline which of them is available (this will be dependent on days of the weekend etc.) If none is available, Liam will do it.

Work for Weekend Musketeers:~ Dated 03/11/23:

Thomas Mulvey - GPA- came back and LinkedIn ready to be done, '**LinkedIn 9**' - Ailbhe - **DONE**

Simon Leacy - GPA - **Cv & LinkedIn** - JonniG done conversion - **Madeleine to do CV & LinkedIn profile** - '**Simon LinkedIn**' what's app group set up. Already sent in info to the what's app group and completed LinkedIn form. Ready to go. Madeleine sending Cv & LinkedIn 1st out today 06/11/23 to Simon. - All Done- **DONE**

Conor dolan - GPA- **PRIORTY- Madeleine** - CV & LinkedIn : '**LinkedIn 5**', John has conversion done and back in the Ballinrobe Clients folder now. All in the notes word document and in the what's app group now(AG, 02/11). **DONE**