

DONNA HAYDEN

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EDUCATION

IE UNIVERSITY, Madrid, Spain Dual Bachelor in Business Administration and Laws
Exchange, University of Nottingham, 2022-2023

September 2019 - May 2024

NORTH LONDON COLLEGIATE SCHOOL, Harrow, United Kingdom

- **International Baccalaureate** Total: 35 points. Higher Level: Philosophy (6), Spanish (6), Biology (4). Standard Level: English Literature and Performance (6), Maths (6), Global Politics (5)

September 2017 - June 2019

UNITED WORLD COLLEGE OF SOUTH EAST ASIA, Singapore

- **IGCSEs** English Language (A*), English Literature (A), Spanish (A), Enterprise (A), Drama (A) Music (B), Mathematics (B), Co-ordinated Science Double Award (BB)

September 2014 - June 2017

WORK EXPERIENCE

Sales Associate at Urban Outfitters, Nottingham

-Dealing with internal tasks of a retail store to ensure organisation and an easy shopping experience for customers.
-Addressing customer queries and finding appropriate solutions to provide them with a pleasant shopping experience.
-Completing standards around the store for pristine presentation.
-Collaborated to increase sales of goods in store.

September 2022 - December 2022

Summer Intern at TLS Solicitors, London

Completed internal tasks of disputes and litigation including:
-Directed written briefs to counsel.
-Open and WP correspondence.
-Built investigations and written summaries of cases regarding citizenship through naturalisation.
-Evaluated organisation of correspondence and letters between the years 2013-2021.

June - August 2021

Marketing Consultant at Fundación Botín, Santander Spain

-Presented advice and marketing analysis reports to El Centro Botin in their initiative to revitalise Santander through their Art and Recreational space.

January - April 2020

Founder of HAYDEN Moda

-Created an online clothing ecommerce business during the first lockdown of the COVID-19 Pandemic, where manufacturers of my choice make clothing which are then sold on my website. Oversaw all business processes including that of business and legal scopes.

January - July 2019

Self-Employed Spanish Tutor

-Tutored students learning Spanish with upcoming GCSE exams.

March - April 2018

Spring Intern at Smithson Consulting Limited

-Assisted the CFO in carrying out daily communications between other firms and companies.
-Learned about internal tasks of a consulting firm and was given independent authority to take charge of responding and drafting response emails to clients.

EXTRACURRICULAR

Baker McKenzie Virtual Experience Program Participant Participated in the open access Baker McKenzie Dispute Resolution and Litigation Virtual Experience Program with Forage. Tasks Completed include:

-Leaving a Voicemail.
-Drafting a Letter and Consent Orders.

January 2021

October 2017 -May 2018

CEO of 'Unwind' as part of Young Enterprise Directed a team in a business competition for young entrepreneurs in secondary school known as 'Young Enterprise'. I was elected CEO by team members. As CEO, I executed all decisions and effectively directed the path of the project. We won 3 times: 'Best Presentation' at the Brent-Harrow Borough final. After this, at the West London final, 'Most Innovative Product' as well as 'Runner up'.

VOLUNTEERING EXPERIENCE

Fundraiser at Green Gecko 2016-2017 Oversaw sales at the green gecko cafe with five other teammates at weekly swim meetings to raise money for the charity. Green Gecko is an NGO that helps bring former street children and their families in Cambodia into safe and positive environments.

Volunteer at Tabitha Foundation Singapore 2015-2016 Fundraised for this charity by selling annual calendars. After fundraising along with fellow volunteers, we went on a house building trip to Cambodia. Here, we helped build shelters and homes for those in need of better living environments. In total Tabitha charity has built over 13,000 homes.

LANGUAGES AND SKILLS

Languages English: Native Proficiency
Spanish: Professional Working Proficiency
Irish: Conversational

Other Skills

Industry Knowledge: Business, Project Management, Enterprise, Sales, Team management, Marketing
Interpersonal Skills: Team Leadership, Communication, Organisation, Time management, Problem Solving, Critical Thinking, Confidence, Outgoing, Teamwork, Quick learner, Creativity

INTERESTS

The Performing Arts

- Main role in theatre, I performed as Glinda from the musical 'Wicked'.
- Winner of many singing competitions at a young age in a competition known as 'Feis Ceoil' in Ireland.
- Winner of a competition in Singapore known as 'Battle of the Bands' on behalf of my school.
- Released four songs on public streaming platforms.
- In October 2021 I was selected as one of the musicians to represent iRadio Ireland in the Irish Music Month competition as hosted by Hotpress Magazine and Independent Broadcasters of Ireland (ibi), performing live on radio.
- In August 2022 I was selected by iRadio as one of the iLoveIrish Acts of the month.