**Jakob Miller**

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I am a third year Business and Law student in University College Dublin, currently employed part-time at Big and Bright Ltd, a talent management agency.

**EDUCATION.**

**Business and Law, University College Dublin. September 2020 – 2024:**

* Achieved a 2:1 average to date.
	+ First year GPA: 3.67.
	+ Second year GPA: 3.32.
	+ Third year GPA (first semester): 3.67.
* Member of the Law Society, History Society, and Golf Society.
* Extra – curricular activities include going to the college gym, and playing on the UCD cricket team.

**Stratford College, Dublin. September 2014 – May 2020:**

* Leaving Cert 2020: 566 points.
	+ History – H1.
	+ Accounting – H1.
	+ English – H2.
	+ Maths – H2.
	+ French – H2.
	+ Geography – H3.
	+ Irish - O3.
* Student of the Year, 2020.
* Business Student of the Year, 2020.
* Senior Prefect and Student Council Chairman, 2018-2019.
* Student Council Representative, 2015-2016.
* Basketball Captain, 2015-2016.
* Organised a school-wide talent show as part of my tenure as chairman, with two guest performers.
* Frequently performed at school assemblies and concerts, playing guitar.

**RELEVANT EMPLOYMENT.**

**Part – Time Executive Assistant, Big and Bright Ltd. August 2021 – Present:**

* After a successful internship period, I now serve as executive assistant to the two company directors.
* In this role, I manage invoicing, assist with drafting contracts, liaise directly with clients and brands, and manage clients’ social media campaigns and calendars. I also engage in business development to generate new client relationships. In this capacity I assisted with negotiating and securing a brand ambassadorship deal for a client with a major car brand.

**WORK EXPERIENCE.**

**Northridge Law LLP. September 2022:**

* Spent a day in the London offices of Northridge LLP, a leading UK sports law firm.
* Engaged with, and observed different members of the firm, and participated in the workings of the firm with exposure to the corporate, commercial, and contentious litigation departments.
* This included shadowing partners on calls, assisting in reading over cases and contracts, and gaining valuable insight from team members across the aforementioned departments.

**Intern, Big and Bright Ltd. July 2021 - August 2021:**

* In my capacity as intern, I was tasked with administrative jobs which included excel work and communicating with clients, as well as being shown the ropes of the business.

**Summer Intern, Lantech IT Support, Dublin. June 2018 - August 2018:**

 My work at Lantech included:

* Setting up PC's and laptops for clients.
* General admin work including photocopying, scanning, and shredding documents, organizing computer files, and typing up build sheets of computers and servers.
* Going on site to different clients alongside engineers to do repairs and installations.
* Frequently liaising with the CEO and CTO.

**SKILLS.**

* Proficient Microsoft Office user.
* Strong communication ability.
* Can work well independently or as part of a team.

**HOBBIES & INTERESTS.**

* My hobbies and interests include:
	+ Playing guitar.
	+ Football – watching and supporting Liverpool FC.
	+ Golf – playing and watching.

**References available upon request.**