**Mark McKeever**

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* **Higher Education**

Business and Law (BSc), Technological University (TU) Dublin, 2020-2024

* + First Year Grades:

Financial Accounting (A), Macroeconomics (A-), Microeconomics (A-), Quantitative Techniques (A), Principles of Management (B-), Organisational Behaviour (A-), Contract Law (B), Core Legal Skills (B-).

* + Second Year Grades:

Financial Reporting (A-), Marketing (A-), HR Management (B), Tort Law (A-), Property Law (B+), Constitutional Law (B), Company Law (B).

* + Third Year Grades:

Administrative Law (A-), EU Law (B+), Criminal Law (B), Evidence Law (B+), EU Human Rights Law (B+), Management Accounting for Business Decisions (A-).

* **Second Level Education**

Junior and Leaving Certificate, *Clonkeen College, Blackrock, 2013-2019.*

Represented my school across different platforms including sporting competitions and events, and charity events.

* + Leaving Certificate 2019:

Biology (H2), English (H3), Mathematics (H3), Geography (H3), Irish (H4), Business (H4), French (O2).

* **Employment Experience**

*O’Briens Wines, Dalkey (August 2022-April 2023)*

* + Junior Vintner – 15-20 hours weekly during college, 25+ hours out of term.
  + Worked alongside a small team of seven with the focus being to provide customers with an excellent experience and in-depth product knowledge, which in turn enhanced communication skills and dealing with clients in face-to-face environments.
  + Refined time management skills, balancing work with college and extra-curricular commitments coinciding with work.
  + Achieved part-time staff of the year award in 2022.
  + Further developed leadership skills such as delegation of tasks and breaks and ensuring the store’s cash sheets were balanced.
  + Achieved WSET Level 2, a globally recognized wine qualification.
  + Monitor inventory levels and deal with suppliers to order required stock.

*Dunnes Stores, Cornelscourt (June 2019-August 2021, & April 2023-June 2023)*

* Part-time sales assistant- 20-25 hours weekly during college, 35+ hours out of term, including Christmas, summer, and throughout the COVID-19 pandemic.
* Worked alongside a large team of 15-25 people in the off-licence department, which is the largest and busiest in the country.
* Developed excellent communication skills as required to collaborate effectively within a large team, and also to customers to provide assistance.
* Improved and matured leadership skills, including delegating tasks to other staff in the department, assigning and structuring break times and rosters, spot-checking payment points, and supervising and teaching new staff.
* Assisted HR on occasion *(November 2020 – August 2021)* with induction days and trained new staff in different departments understand the role.
* Developed time management skills in balancing work with college and other extra-curricular activities and commitments.
* **Hobbies and Achievements**
  + Achieved Certificate of Completion from A&L Goodbody in the Commercial Technology Job Simulation.
  + Travelled Australia for over two months this past summer and worked part-time in a bar.
  + Current member of Old Conna Golf Club and have represented the club, and college golf team on a number of occasions.
  + Current member and captain of a UCD Superleague team, was part of a successful school football team at Clonkeen College which won Leinster school cups in three separate years.
  + Represented Clonkeen College at Santry and East Leinster events, winning medals in shot put and relay.
  + Runner up in Young Social Innovator programme in transition year.
  + Passion for dog training, have trained a number of family and friends dogs upon completing a course.
* **References**
  + Mr Peter Tracey – Assistant Manager at Dunnes Stores
    - Ph. – 086-323 5772
  + Mr Eamonn Carr – Academic Tutor, Head of English Dept. at St Gerards School and Vice Principal
    - Ph. – 087-635 5608

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