

MILLICENT JANE MITCHELL

International Business Student

Curriculum Vitae

PERSONAL PROFILE

As a dedicated International Business Studies student with a focus on Business Law, I bring a strong foundation in corporate law, critical thinking, and data analytics. I am currently on my Erasmus Year Abroad at Montpellier Business School, which is helping to enhance my French and global business acumen. Coupled with my ambition, strong work ethic, and effective communication skills, I contribute actively to any team. My passion for law, coupled with my proactive approach to learning and problem-solving, positions me as a committed and valuable candidate. I am eager to apply my passion and academic foundation in Business Law, Artificial Intelligence, and Marketing, through hands-on internships, where I'm ready to take on challenges with enthusiasm, professionalism and diligence.

WORK EXPERIENCE

Lifeguard, Swim Instructor and Camp Counsellor

Island Lake Camp

Pennsylvania, United States

Jun 2023 - Aug 2023

- I **effectively communicated** safety protocols and instructions to both children and adults, fostering a secure environment.
- Worked seamlessly within a **team** of lifeguards, swim instructors, and camp counsellors to ensure a cohesive and enjoyable experience for all participants.
- I led and supervised group activities from ages ranging from 5 to 16, demonstrating **leadership skills** in overseeing the safety and well-being of campers.
- I **quickly adapted** to changing situations, whether handling emergency situations as a lifeguard or adjusting teaching methods to accommodate various learning styles as a swim instructor.
- I demonstrated quick thinking and **problem-solving skills** in handling emergency situations and addressing camper concerns.
- I exhibited a **strong sense of responsibility and reliability** in maintaining a safe and organised environment for both swimming lessons and being responsible for children.

Jun 2021 - May 2023

Waitress

Cinnamon Restaurant Monkstown

Dublin, Ireland

- I provided **friendly, efficient service**, where I paid attention to detail in order accuracy, cleanliness, and presentation, which contributes to a high standard of service and positive customer satisfaction ratings.
- I **effectively communicated** with customers, co-workers, and kitchen staff, ensuring accurate order delivery and maintaining a **smooth flow of operations**.

PERSONAL SKILLS

- **Leadership Skills** - Confident, Decisive and Adaptable.
- **Communication skills**
- **Team-working skills**
- **Problem-solving skills**.
- **Time management skills**.
- **Technological skills**; Excel, Word, Powerpoint, SolidWorks (DCG),
- **Research and analysis skills**
- **Language Skills**; B2 Level of French



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EDUCATION

Bachelor of Business Studies International
Dublin City University

2021-Present

Grand École (Erasmus Programme)

Montpellier Business School

August 2023- May 2024

Leaving Certificate

Rathdown School Glenageary

2015-2021

- Achieved **566 points** in Leaving Certificate

ACHIEVEMENTS

- Dublin City University **Academic Scholarship**; Issued Sep 2021
- **Gaisce Bronze and Silver Awards**; Issued Oct 2021
- **Habitat for Humanity International**; Volunteer Fundraiser and Labourer 2020
- **Ember Leadership Programme**; Issued by Scripture Union Ireland. Sep 2019
- 6th Year **Prefect**; **Captain of Senior Hockey Team 2020**; **SUCH Volunteer**
- Model United Nations; **Distinguished Delegate** and **Delegation Awards**
- Striker's Hockey Club **Community Volunteer**
- Young **Hockey Leaders Award**; Hockey Ireland 2020

LANGUAGES

- English: Native Speaker
- French: Intermediate | B2
- Irish: Limited Working Proficiency

CERTIFICATES & INTERESTS

- **American Red Cross Lifeguard Safety Instructor Certificate**; Issued June 2023
- Certificates for **Grades 1-9 Speech and Drama**; Issued by the Leinster School of Music and Drama
- Certificates for **Grades 1-6 Piano**; Issued by the Royal Irish Academy of Music.
- Certificate for **Emergency First Aid**; Issued by First Aid Ireland.
- **Safety in The Workplace Programme**; Issued by the Health and Safety Authority
- Certificate for completion of **Personal Safety and Awareness Programme** Ireland.
- Certificate for efforts in fundraising for the **Oesophageal Cancer Fund & The LauraLynn Foundation**.

REFERENCES

Dustin Hutton

Assistant Director of Island Lake Camp

- Phone: +1 405-620-6260
- Email: dustin@islandlake.com

Maite Coiffman

General Manager of Cinnamon Monkstown

- Phone: +353 (0)83 167 0181

Joy Rice

Vice Principal of Rathdown Senior School

- Phone: (0)1 285 3133