

# Seán Allen

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seallen@tcd.ie

Ballina, Mayo, Ireland

## EDUCATION

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### **History and Political Science (BA)** 2021 – 2025

Trinity College Dublin – Dublin, Ireland

- Currently holding a 2:1, aiming to achieve first-class honours degree.
- Recipient of the Trinity Entrance Exhibition Award in February 2022.
- Active member of the Film Society and The Hist.

### **Leaving Certificate** 2015 – 2021

St Muredachs College – Ballina, Mayo, Ireland

- Achieved a maximum 625 points in the Leaving Certificate.
- Results included a H1 grade in English, Mathematics, History, Economics, Biology, and Phys/Chem, and a H2 grade in Irish.
- Member of the school's Tráth na gCeist table quiz team, placing second in Ireland in 2019.
- Elected representative for the Mayo Comhairle na nÓg youth council.

## EMPLOYMENT HISTORY

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### **Office Administrator** 2023 – Present

Shaw's Department Store – Ballina, Mayo, Ireland

- My duties include answering phones, dealing with correspondence, counting tills, carrying out stock checks, filling out necessary paperwork, organising bank lodgments, balancing accounts.

### **Optical Assistant** 2021 – 2023

Specsavers Opticians – Dundrum, Dublin, Ireland

- My duties included greeting patients, answering phones, dealing with correspondence, maintaining patient records, scheduling appointments for patients, administration of pre-screening tests, dispensing spectacles, assisting customers to select frames, adjusting and repairing frames.

### **Optical Assistant** 2018 – 2021

Joseph Gavin Opticians – Ballina, Mayo, Ireland

- My duties included greeting patients, answering phones, dealing with correspondence, maintaining patient records, scheduling appointments for patients, administration of pre-screening tests, dispensing spectacles, assisting customers to select frames, adjusting and repairing frames.

## SKILLS AND CERTIFICATIONS

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- Microsoft Office - Proficient
- Full Irish Driving License

## REFERENCES

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**Michael McNulty**

Manager

Shaw's Department Store – Ballina, Mayo, Ireland

+353 096 23300

**Joseph Gavin**

Owner

Joseph Gavin Opticians – Ballina, Mayo, Ireland

+353 087 233 6279

**Additional references available upon request**