

Alice Mc Donnell

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PERSONAL PROFILE

A versatile, incisive and highly dynamic student with genuine business and commercial acumen, proven sales skills and an excellent track record of identifying business needs and devising/implementing strategies to drive business growth and optimise sales and profits.

A results-oriented leader with first-class communication skills and a natural ability to forge relations at all levels and lead, manage and successfully motivate teams to consistently achieve and regularly surpass challenging goals.

EDUCATION

University College Dublin, Dublin.

2016-2018

Masters of Common Law **GPA 3.48 (2.1 Higher)**

This master's degree is a unique two-year programme offering non-law students the opportunity to obtain a law degree.

I have engaged in seminar debates on subjects like Brexit and the effect of the Financial Crisis on the institutions of the EU. Through these discussions, I have honed in on my communication and public speaking skills.

University College Dublin, Dublin.

2013-2016

BA in History & Politics **GPA 3.57 (2.1 Higher)**

I was a member of the Law & History society, where I engaged in debating and improved upon my public speaking skills.

I held the position as treasurer of the UCD Hockey Club. In this role, I successfully raised the funds to introduce an eighth team into the club with the Leinster Hockey Association.

I participated in a project for political registration voting that utilized various computer based programs such as Twitter, Google Drive and Microsoft Office and Excel, all necessary IT components needed for the workplace.

Ursuline Boarding School, Thurles, Co. Tipperary.

2008-2013

Leaving Certificate **365 Points**

Through maintaining a positive relationship with both the staff and students, I succeeded in obtaining the position of class representative and captain of the hockey team for two consecutive years.

CAREER & ACHIEVEMENTS TO DATE

Robert Emmet Bourke & Co Solicitors, Dublin.

August 2017- Present

I supported case preparation by preparing case summaries and materials for mediations with our clients. Through this experience I developed strong time management and dedication skills, as I was continuously working under tight time constraints to ensure that the work I was assigned was complete in order to meet firm deadlines.

In addition, I helped to enhance the trial proceedings by organising evidence, preparing exhibits and taking courtroom notes. This improved my organisation skills and gave me a first-hand insight into legal issues, which influenced me to pursue a career in law.

Colbert MD New York, London & Ireland.

September 2013-Present

I am currently working part time as the Brand Ambassador for Ireland and London of this American skincare company. I have headed teams and operations to increase turnover by 10% even in exceptionally difficult trading conditions.

I have proved myself to be highly versatile as I have worked across sales, stock ordering, event management, promotions, staff recruitment & training.

Meticulously analysed competitive markets and identified and capitalised upon new opportunities to increase sales.

Forged strong and highly lucrative relations with key stakeholders, partners and clients across all levels and cultures.

R A Osborne & Sons Solicitors, Kildare.

January 2017-May 2017

I kept cases organised by establishing and organising files, monitoring calendars, meetings deadlines, and documenting actions, all of which enhanced my attention to detail skills.

I helped to develop cases by maintaining contact with clients involved in the case and prepared affidavits. This was a huge responsibility; thus, my research and accountability skills were greatly improved as a result. These skills are important for succeeding in the commercial sphere.

Dáil Éireann, Leinster House.

September 2016-January 2017

I worked for the then TD Jack Wall for the Labour Party. In this role, I had to respond to enquiries from constituents, other politicians, the media, lobbyists and pressure groups. As a result, my communication and interpersonal skills were enhanced, improving my confidence in discussions with clients.

The work that I carried out in the Dáil Éireann allowed me to authentically experience a busy work environment. It highlighted my strengths in business meetings and strengthened my public speaking ability. This skill is vital in any commercial law firm to have your voice heard and to give valuable ideas in team work scenarios.

SKILLS, COMPETENCIES AND PERSONAL DETAILS

As well as being a tennis coach, I am currently a member of the Swimming and Hockey club in UCD. Sports has always been a fundamental component of my life and has led me to be a great team player, which has allowed me to develop traits such as dedication, commitment and teamwork.

I sat on the UCD Hockey Committee as Treasurer in 2016-2017, improving my accounting knowledge. I was commended for successfully raising the funds to introduce an eighth team within UCD, through successfully liaising and entering into negotiations with the Leinster Hockey Association.

I have a creative vision and the ability to think on one's feet while remaining calm and assured even in pressurised situations.

Through my love of travelling I have visited over thirteen countries giving me the ability to engage in a multiple of different cultures. Travelling has also provided me with the opportunity of trying new things and enhancing my self-confidence.

REFERENCES

References available on request