**Alison Keane 3rd Year Business & Law Student, University College Dublin**

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**SKILLS AND ABILITIES:**

I am a conscientious, enthusiastic worker and have a positive and easy-going outlook.  I have experience of working with people of all ages in a professional environment and always have a determined approach to any task. I am confident and am capable of working on my own initiative.

**CAREER & WORK EXPERIENCE:**

**KOD Lyons Solicitors** July-August 2019

* KOD Lyons is a solicitors’ practice based in Usher’s Quay in Dublin city. They specialise primarily in criminal law but also operate a civil and immigration department.

* During the Summer of 2019, I worked in an administrative capacity for the business. I answered phones and took appointments, while also carrying out other responsibilities that differed on a day to day basis.

**Real Nation Events Management Agency**  August 2019-Present

* Real Nation is an Events management company based in Smithfield, Dublin. They have an innovative approach to marketing and events. I have worked as a Brand Ambassador for many of their clients. My job is to represent the brand at various activations and promote its image to current and potential customers.

**Arctic Stone Ice Cream:**  July 2017-Present

* Arctic Stone is Ireland’s first hand-rolled ice cream. They operate out of Blackrock Market in Dublin and have operated pop-up stands in various food festivals and markets throughout the year. They value their brand and social media presence. Our job to promote their image as a young, vibrant, easy-going and friendly company, dedicated to enhancing a customer experience.

**Pluto Events Management Agency:** April 2017-Present

* I have worked as a freelance event staff member. I have had the opportunity to work for many amazing and successful brands at various events. The campaigns we have been involved in have always had a strong message and intent behind them. This type of work is illuminating on the importance of brand awareness and the success it brings.

**Enchancia (previously named Princess Parlour):**  2012 – 2017

* Enchancia is a popular party venue for childrens’ themed parties. I achieved the position of team leader in this company. I worked closely with this company up until its closure.

**Le Chéile Group,**  Summer 2012 and Summer 2016

* As the Office Administrator, I was entrusted to process the business incoming and outgoing cheques and documents, update the firm’s social media presence. I managed office phone and performed other administrative tasks.

**ADDITIONAL WORK EXPERIENCE:**

* Woodcock Solicitors in October 2014
* Stillorgan Park Hotel in February 2015
* Edelman Group PR firm in March 2015
* ‘4 Lightning- I was General Manager for the Transition Year “Mini company”. This programme allows each class to act as business for the year offering products and services with the aim of making a profit. Our overall profit for the year was in excess of €1,000.

**LEADERSHIP EXPERIENCE:**

* Deputy Head-Girl in my 6th Year Class, 2016-17
* Captain of the Senior B basketball Team
* Captain of the Foxrock-Cabinteely Minor GAA Team
* General Manager for my Transition Year Mini-Company.
* I have also attended many leadership conferences during my transition year.
* I moderated a debate for local politicians in 6th Year amidst the General Election.

**EDUCATION:**

* **Primary Education**– St Brigid’s G.N.S (2003-2011).

* **Junior Certificate**- Loreto College Foxrock in June 2014. Obtained ten A’s and one B in eleven honours subjects.

* **Leaving Certificate**- Loreto College, Foxrock in June 2017 All honours subjects.

* **University-**University College Dublin. I am currently in my 3rd Year of Business and Law

* **Semester Abroad**- Bocconi University from January 2020-May 2020 as part of the Erasmus Network.

**INTERESTS & HOBBIES:**

* Keeping healthy and active with Yoga, Zumba, and Running.

* I love travel and have a keen interest in exploring new places and experiencing new cultures. For my a Semester in 3rd Year a lived in Milan and attended Bocconi University.

* I enjoy reading, films and television, have a keen interest in history and politics.

* I have coached the academy on Saturday mornings for my local GAA club, Foxrock Geraldines. I was one of the first coaches of the developing underage girls’ team.I have also been a coach during holiday camps for children of ages 4 up to 12 and have been a qualified referee for these age groups.

**REFEREES:** (Numerous/available on request)

* Anne Gormley, Office Manager KOD Lyons Solicitors Ph: 086-201 7660

* Caolán Cullen, owner of Arctic Stone Ph: 087-975 0553

* Naomi Cullen owner of ‘Enchancia’. Ph: 087-316 8228

* Maeve Acheson, Staffing Manager Pluto Events. Ph: 085-131 4740

* Niamh Lawlor, Staffing Manager Real Nation Ph: 087-9575860

* Ms. Prendiville, Principal, Loreto College, Foxrock, Dublin 18. Ph: (01) 2895637.