

# Aoife Cox

Cloghna Milford,  
Carlow  
085 150 9420 | aoife.cox.1@ucdconnect.ie



---

## **EDUCATION & TRAINING**

### **University College Dublin**

**September 2014 – June 2018**

BBL Bachelor of Business and Law

- Current GPA: 3.67 (high second class honours)
- Relevant modules include; Contract Law, Company Law, Banking Law and Tax in Society

### **St. Leo's College, Carlow**

**September 2008- June 2014**

- Studied and completed the Junior Certificate and Leaving Certificate syllabi
- Leaving Certificate points: 545
- A2 grades in English, Biology and Chemistry

---

## **WORK EXPERIENCE**

### **Kiddies Kingdom, Bagnelstown, Carlow**

**April 2011 - Currently**

#### **Assistant Manager**

I started work as a member of the floor staff and in 2014 I was promoted to Assistant Manager.

- Responsible for opening and closing the business, including closing and balancing the tills
- Manage staff and running the business in the absence of the owner
- Front of house customer service; Welcoming and interacting with customers to gauge needs and to ensure satisfaction with the service
- Resolve customer complaints when they arise
- Devise innovative strategies to gain a competitive advantage and attract more customers
- Party supervisor; coordinating children's birthday parties and events
- Handle bookings and account for deposits

### **KPMG, Stokes Place, Dublin**

**July 3<sup>rd</sup> 2017- August 25<sup>th</sup> 2017**

#### **Audit Intern**

I participated in an eight-week long Summer Internship Programme at KPMG, where I worked in the Audit department.

- Worked in a number of teams conducting audits for clients
- Visited client offices to gather financial information and worked in collaboration with client finance department's to produce interim financial statements
- Analysed income and expenditure documentation, cross-checked sales of contract with reductions in inventory and conducted substantive testing
- Attended on-site training programmes, and online e-Learnings, in teamwork, presentation skills and working in a professional environment
- Corrected and edited financial statements prior to having them signed-off by the engagement partner

### **Trafalgar's Bistro and Sweet Obsessions Café, Vancouver, Canada**

**June 1<sup>st</sup> 2016-August 20<sup>th</sup> 2016**

#### **Waitress**

- Front of house staff and waitressing, delivering the highest standard of customer service
- Opened the café and bakery daily
- Conducted inventory checks and cash handling activities

### **KOD Lyons Solicitors, Dublin**

**July 2015**

- Participated in a week-long work placement in KOD Lyons Solicitors, a Human rights and Criminal law firm
- Shadowed solicitors in matters related to children's, criminal, family and immigration law
- Attended meetings with clients and court hearings in the Children's Court in Smithfield and the Central Criminal Court.
- Responsible for taking notes in court for solicitors, filing documents in the Four Courts and performing general administrative duties

## SKILLS

- Problem Solving:** I achieve high marks in analytical modules in university, including Math for Business, Data Analysis and Business Analytics. I am inquisitive and I enjoy working through problems, reflecting on the relevant issues and reaching the appropriate solutions and remedial actions.
- Teamwork:** I am an enthusiastic team player. I have worked as a member of numerous successful teams for university projects and extra-curricular activities.
- Innovative:** In Kiddies Kingdom I designed customer feedback forms in an effort to reduce and address incidents of customer dissatisfaction. This proved successful as we saw an increase in the number of positive reviews posted online.
- Communication:** I have excellent oral and written communication skills. I refined these skills during my time in KPMG, communicating with clients and team members. This allows me to foster good working relationships with both colleagues and clients.
- Drive and Endurance:** As Assistant Manager in Kiddies Kingdom I work long hours, all weekend and through my holidays. I do this while maintaining a healthy work-life and study balance. This requires the highest level of self-discipline.
- Technical:** I am proficient in Microsoft Office, including Word, Excel and PowerPoint. I have experience using SAP and legal databases such as Westlaw, Justis etc. for researching purposes.
- 

## ACHIEVEMENTS & INTERESTS

- Sport:** I have a keen interest in fitness and attend the gym regularly. I also play tag rugby in university. I am a recipient of a bronze Gaisce award which I received in 2012.
- Volunteering:** I regularly volunteer with Family Carers Ireland, helping with fundraising activities such as their annual mini marathons and bucket collections. I am a leader in the UCD International Buddy Programme, where I provide support and advice to international students coming to study at UCD.
- Interests:** I enjoy travelling. Last semester I took part in the Erasmus programme where I studied for six months at Universitat Pompeu Fabra, Barcelona. During my time there I opted to take additional Spanish lessons.
- Extra-circular:** I am a member of the UCD Student Legal Service, where I volunteer at legal clinics offering free advice to students. As a member of the Investment and Entrepreneur's Society in UCD I participate in the Student Managed Fund project with Goodbody Stockbrokers. This involves working as part of a team to research and pitch and investment opportunity for the fund. Last year, my team secured the highest investment possible.
- Academic:** Upon graduation, I received a Certificate of Excellence for achieving over five hundred points, one of the best results in my year group.
- 

## REFERENCES

### **Personal Referee:**

Josie Daly  
Owner/ Manager  
Kiddies Kingdom Activity Centre, Bagnelstown, Carlow  
jdalykiddieskingdom@eircom.net  
0876484720

### **Academic referee:**

Professor Niamh Brennan  
Quinn School of Business, Belfield, Dublin 4  
niamh.brennan@ucd.ie  
+353 1 7164707