**EILIS CORCORAN**

14 St Mary’s Villas,

Drogheda, Co. Louth

083-183-5334

Eilis.corcoran22@mail.dcu.ie

**EDUCATION**

**BCL Law and Society** 2013-2017

*Dublin City University* Dublin 9

Achieved a 2nd Class Honours Grade 1 (67% average) and ranked 18th out of 88.

Chairperson of the DCU International Relations Society. (2016/2017)

Delegate to University of Edinburgh Model United Nations (2017)

Delegate to Prague Model United Nations where I was awarded Best Speaker (2016)

Please Talk Mental Health Ambassador. (2016-2017)

Class Representative for Bachelor of Civil Law. (2013/2014)

**Leaving Certificate** 2007-2013

*Sacred Heart School*  Drogheda

Achieved 435 points in my Leaving Certificate

Appointed a Senior Prefect in 6th year.

Took part in an exchange program to Washington DC in 4th year.

Gaisce bronze and silver medal (2011-2013)

**EXPERIENCE**

**KPMG** June 2017-Present

*Data Analyst*

Analyst in Deal Advisory and currently working on client-site

Involved in the analysis and remediation of data for large banking sector clients.

I gather documents and input it into KPMG software. (DaRt)

**BB Video Productions** 2014-2017

*Accounts Executive* Drogheda

I dealt with commercial customers and sales

I created and sent appropriate invoices to customers upon request

I updated customer details on database

I designed relevant spreadsheets on request and furthermore on personal judgement

I calculated total invoice figures considering relevant price bands and VAT

**Niall B. Carberry & Company Accountants** June 2016-August 2016

*Summer Intern* Ardee, Co. Louth

I worked with various Microsoft outlets particularly excel and furthered my skills with them in terms of shortcuts, layout etc.

I managed key tasks and high pressure deadlines efficiently and successfully

I proof read financial statements and director’s reports

I updated bank and solicitor’s letters before sending them out to relevant clients

I phoned solicitors with the intention of getting an update on audit confirmation letters

I drafted up brand new bank letters for upcoming year

I typed out audit reports for trainees and senior audit manager

I familiarized myself with prior and post research of FRS 102

**Patrick M. Goodwin & Company Solicitors** June 2015-August 2015

*Legal Intern* Drogheda

I investigated the facts of a case and conducted research on relevant laws, regulations, and legal articles

I organized and maintained documents in an electronic filing systems

I gathered and arranged evidence and other legal documents for case preparation

I helped draft correspondence and legal documents.

I assisted the solicitors during trials by handling exhibits, taking notes, or reviewing trial transcripts

**Brown Thomas**  Nov 2015-May 2016

Sales Associate Dublin

I worked full time in BT2 Grafton Street as part of the accessories team.

I worked as part of a team of 8 and we delivered extraordinary service to both external and internal customers.

I built and maintained repeat clientele which included resolving their problems and complaints effectively and ensuring client satisfaction.

I demonstrated an in-depth. knowledge of the merchandise and provided the highest level of customer service to my clients.

**Interests and Achievements**

**Sports**

I have a keen all round interest in sports, mainly in tennis where I play for a local team. I was awarded Player of the Year in 2014 and 2015.

I have been a figure skater since I was 10 and have taken part in a several competitions both in Ireland and abroad.

**University: 2013-2017**

Active member of the DCUInternational Relations Society.

In September 2013, joined the committee as the 1st year rep for the Society.

In 2016, I became the chairperson of the society.

Members attending the society’s events were decreasing year on year.

I increased membership by 20 % via surveying members and acting on survey results by organising related events of interest.

**REFEREES**

Available upon request