

Curriculum Vitae

Personal Profile

I am a third year Business and Law student in University College Dublin eager to get further experience in the legal field. With a proven ability to work as part of a team and deal directly with clients and an ability to use a variety of strategies and techniques to influence and adapt to changing demands, I believe I would complement and be a great asset to your workforce.

Core Skills

- > Creative, resourceful, detail oriented and organised
- > Proven ability to work as a team and to deal directly with clients
- > Thrive in dynamic environments and quickly adapt to the ever-changing demands of the legal field

Work Experience

Employer:

Roebuck Pharmacy, 7 Farmhill Road, Goatstown, Dublin 14

Duration:

September 2017 – Present

Position Held:

Pharmacy Medicines Counter Assistant

Type of Work & Responsibilities:

To develop my knowledge and position within a Pharmacy, I have taken on further responsibilities including audit and reconciliation and a visual merchandising position. As we deal with a variety of issues on a daily basis, I take my job seriously and my ability to deal with confidential information discretely and sensitively is a requirement. The retail pharmacy market is a dynamic environment and requires on the spot thinking and quick response to market changes. Therefore, I instigated a new marketing approach within the pharmacy through promotional material, shop layout and window displays.

Employer:

Life Pharmacy, Newpark, Kilkenny

Duration:

July 2015 – September 2017

Position Held:

Pharmacy Medicines Counter Assistant

Type of Work & Responsibilities:

During my time in the Pharmacy I undertook and accomplished the NPA Pharmacy Medicines Counter Assistant course which involved two examinations over a 12-month period. This course enhanced my knowledge of non-prescription and controlled drugs. This allowed me to gain and implement knowledge when dealing with customers. A key aspect of my work involved visual merchandising, stock take, dealing with customer queries and complaints. As a member of a team of fifteen in the pharmacy, it is of utmost importance that my attitude and respect for staff and customers are a priority.

Employer:

Maples and Calder, 75 St Stephens Green, St Kevin's, Dublin 2

Duration:

August 2017 (1 week)

Position Held:

Work Experience Student

Type of Work & Responsibilities:

My experience in Maples and Calder in the litigation department has granted me a thorough appreciation of what is required to succeed in a commercial firm. I was privileged to work under an Associate and Partner. My time in the firm consisted of filing documents in the Central Office, proof reading witness statements, compiling expense spreadsheets, due diligence, and private client work in the litigation department. This experience continues to improve my legal drafting and research abilities while strengthening my ability to prioritise multiple tasks based on client demands.

Employer: Bord Gáis Energy, 1 Warrington Place, Dublin 2
Duration: June 2017 (2 Weeks)
Position Held: Student Intern
Type of Work & Responsibilities: During my time with the BGE legal team I was researching, drafting and reviewing contracts, Amendment Agreements, Extension Letters, NDA's, Framework Agreements, Passing Off Letters and Software License and Maintenance Agreements. Furthermore, I was corresponding with clients and colleagues daily through meetings and attended a Tax Workshop on Legal Agreements and Taxation Requirements. I performed administrative duties and was involved in writing legal updates relating to recent Competition Law cases and updates in Data Protection Laws. This experience was key as it allowed me to engage in many aspects of the business whilst applying legal knowledge and techniques.

Employer: St Patricks Centre, Granges Road, Kilkenny
Duration: September 2012 – November 2012
Position Held: Volunteer
Type of Work & Responsibilities: This volunteer work involved working with adults and children with autism. Communication was a skill that I had to develop swiftly for this job, as I had to analyse the behaviour of the patient and adjust my way of communication accordingly. When working with the adults and children it was essential for me to enforce a highly motivational setting which induced student motivation and a learning environment.

Education



Current
2015 - Present

Undergraduate Degree Education:
 University College Dublin, Belfield, Dublin 4
Degree Type:
 Bachelor of Business and Law
Current GPA:
 3.03
Subjects in which I have excelled:
 Contract Law, Criminal Law, Tort Law and Marketing

Past
2009 - 2015

Secondary Education:
 Loreto Secondary School, Granges Road, Kilkenny
Leaving Certificate Points:
 535 points

Leaving Certificate Exam Results:

All Honours Level		A2	Business
A2	Irish	A2	Home Economics
A2	English	B1	Biology
C2	Mathematics	B2	French

Achievements & Interests

- Academic Achievements*
- > I have completed the NPA Pharmacy Medicines Counter Assistant exams. Demonstration of transfer of knowledge through the workplace was shown through completion of onsite activities, end of module MCQ's, as well as summatively through completion of two formal assessments. This course is accredited by the GPhC.
 - > I am proficient in Microsoft Word, PowerPoint and Excel whilst also improving my computer skills through the completion of Sage and SAP
 - > I have completed the HACCP (Hazard Analysis and Critical Control Point) Programme and the first aid training
 - > During my time in Loreto Secondary School, I was elected and performed as prefect and senior prefect in the junior and senior cycles. I also acted as a peer mentor which involved guiding and assisting new students in the school.

- Interests & Activities*
- > I have a passion for Culinary Arts, having taken classes from a young age my interest developed into an opportunity to further my entrepreneurial skills. I regularly took part in fresh food markets and also had a stall at Savour Kilkenny. My passion for cooking was recognised by a professional catering company, Tastefully Yours, with whom I undertook some training. I developed an ability to work under pressure while also putting significant emphasis on attention to detail.
 - > I developed an interest in Public Speaking at a young age, participating in drama classes and representing my secondary school at many public events
 - > My main sporting interest is tennis, taking part in many advanced tennis lessons during my summers.

Referees

Contact

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