

Ellen McGreevy

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Profile

I am a personable English and Drama Graduate with a strong background in administration; I have recently completed the FE1 examinations, and I am eager to begin my traineeship journey. I am extremely organised, affable, and display a high level of professionalism.

Experience

2019 - Present

Administrator, Hugh McGreevy & Sons Ltd.

- General bookkeeping duties: Processing invoices, making payments, reconciling bank statements (Completed using the Big Red Book system)
- Organising the Help-to-Buy scheme for first time buyers on new builds, requiring regular correspondence with the outside legal counsel.
- Creating and maintaining spreadsheets to monitor the progress of construction
- Kept stock of office supplies and placed orders when necessary

2018-2019

Office Administrator, Screen Skills Ireland

- Managed travel arrangements/appointments etc. for my senior colleagues
- Took minutes and later circulated to staff and members of the Industry-Education Group
- Assisted in course co-ordination: Booking venues, arranging tutor travel and accommodation needs and attending in person to ensure smooth running of events.
- Assisted in the organisation of the now annual Industry-Education Forum, including work on the day itself to facilitate events.
- I assisted on the preparation of the highly successful Screen Leaders 2019 programme. Screen Leaders is a strategic business development programme for businesses in the AV industry in Europe. It comprises of 3 modules over the course of one year, all of which enhance the entrepreneurial toolkit of the companies.
- Created a TY Work Experience programme under the supervision of my manager. This was a week-long programme that encouraged the student to explore the Irish film and television industry. It included games and research exercises run on our courses, as well as shadowing senior members of the team to understand life in the office. It provided the student with the opportunity to attend and observe our courses which covered all areas of the industry from acting to animation.

Summer 2018

Copywriting Intern, GRID Finance

- I gained invaluable knowledge about inbound marketing, through practice and attendance of seminars on the subject.
- I contributed to the launch of multiple marketing campaigns for the company; Including writing, editing, and researching.
- I was responsible for the company's social media accounts, monitoring and updating them daily.

2014-2018

Supervisor, Mace Clontarf

- I worked part-time during college, and full-time during the summer months
- I improved my money-handling skills, being trusted to both open and close the shop.
- I strengthened my eye for detail, stocking the shelves and dressing the shop floor.
- I developed excellent customer relations, creating relationships with the locals and gaining their trust.

- I also created a strong rapport with suppliers while building my stock and merchandise managing skills.

Education

2019 - 2020:

Law Society of Ireland - Final Examinations Part 1

- October 2019: Passed: Contract, Company, Constitutional, Criminal,
- March 2020: Passed EU, Equity & Trusts, Property Law and Law of Torts.

2014 - 2018:

Trinity College Dublin – English Literature & Drama Studies

- Degree Class: II.I (63%)

Subjects:

Fourth Year: Ulysses, The Literary Gothic, Children's Literature, Sensation Fiction, Dissertation (An exploration of Brian Friel's use of music as a catalyst for memories in his plays).

Third Year: Contemporary Irish Theatre in Context, Stage Design, Acting, American Drama; The Book, Synge and Yeats, Big House Literature.

Second Year: Shakespeare, Postmodernism, Irish Theatre; Post-Colonialism, Modernism, Victorianism, Northern Irish Literature & The Troubles, Contemporary Irish Writing

First Year: Modernism, Comedy, Documentary, Gender; Literary Theory, Enlightenment, American Genres, Romanticism, Irish Writing, Medieval & Renaissance Romance.

Copies of transcript can be sent at request.

2008 - 2014:

Holy Faith Clontarf - Leaving Certificate

- 580 Points out of a maximum 625.
- Graduated among top 1% of candidates in Ireland for 2014.

Achievements & Competencies

Positions of Responsibility Training new employees in MACE Clontarf
Cash management duties in MACE Clontarf
Prefect in Holy Faith Clontarf

Organisational Skills

My final year dissertation was my biggest academic test of organisation. It took months of in-depth research and compressing information. With only a bi-weekly tutorial to supervise my dissertation I had to be extremely self-motivated, setting my own targets and deadlines. I gained excellent experience in the research, organisation, and presentation of a complex subject.

Working in Screen Skills Ireland helped me to refine these skills further by applying them to a professional setting, particularly when co-ordinating courses and large-scale events.

Communication Skills

During copious seminars throughout my four years at university I became confident debating and discussing various topics and thoughts.

With a background in Drama and Theatre Studies, I have practical experience in performance, and am well suited to public speaking

Awards

Piano: Completed all 8 Grades of Royal Irish Academy of Music Examinations

Speech & Drama: Completed all 8 Grades of Royal Irish Academy of Music Examinations

Interests

Theatre, music, reading, travel, sustainability, and yoga.

References

I am happy to provide the details of my academic and professional referees on request.