**Curriculum Vitae**

**Emma Kerr, 10 Kincora Court, Clontarf, Dublin 3**

Email: missekerr@gmail.com Mobile: 0831981313

**PROFILE**

I am a Bachelor of Business Studies (BBS) Graduate of DIT. To date, I have completed four FE1 Exams and I am currently sitting the remaining exams this year with a view to beginning a training contract in 2019.

I am a highly committed, motivated, reliable, hardworking professional with a practical hands-on approach to achieve the best results. I have demonstrated leadership strengths and have proven the ability to manage multiple responsibilities in a fast-paced environment with critical deadlines. I am well organized with excellent attention to detail and have demonstrated ability to provide exemplary services to corporate clients. I work well independently as well as collaboratively in a team setting and have also proven the ability to ‘think outside the box’ in identifying problems and implementing innovative solutions.

**EDUCATION AND TRAINING**

2018 - Present       FE1 Examinations Achieved (Property, Equity, Tort & Contract)

2014 - 2017 Dublin Institute of Technology (DIT) BBS Bachelor of Business Studies [2.1 Honors]

2012 - 2013            Dublin Institute of Technology (DIT) Year 1 International Business and Languages (French)

2006 - 2012 Holy Faith Secondary School, Clontarf, Dublin 3 - Leaving Certificate

**WORK EXPERIENCE**

**Shannon Solicitors, 29 Main Street, Swords, Co. Dublin    June 2018 - September 2018**

**Legal Internship**

* Maintaining and ensuring case management system is up to date
* Assisting with preparation of briefs and supporting documentation for inquiries
* Liaising with clients and assisting with queries as necessary
* Managing reception
* Diary Management
* Filing documents for Swords District Court and Fingal County Council
* Scheduling property deeds, issuing s62 letters to clients
* Visiting numerous solicitors to get documents sworn
* Gained great knowledge of the office software (Cortbase)

**The Big Tree, Dorset Street Lower, Dublin 1 September - November 2015**

**Student Event Organizer/Bar Staff**

* Organized student event nights
* Taking and filling customer orders

**IPSOS Market Research Bureau of Ireland (MRBI), Carysfort Ave, Blackrock, Co. Dublin         September 2013 -   Present**

**Marketing Executive**

* Full-service market research company
* Liaising with business panelists about pressing issues e.g.Brexit and the GDPR.
* Liaising with management on a regular basis to ensure any problems or queries are solved in a quick and effective manner
* Covering reception from time-to-time and send correspondence
* Assisting in reports and clerical work for JNLR (Joint National Listenership Research)

**ACHIEVEMENTS**

* Class President of my course (2015-2017) I acted as class representative dealing with any problems and organizing group events to encourage team building within our group
* My work was recognized as an exemplary piece for students in my Organizational Strategy Module and was exhibited to preceding students
* ECDL Certificate

**INTERESTS**

I am a keen event organizer and I have assisted in numerous events. Through my previous position in The Big Tree, I frequently organized student nights. Every year I assist in organizing events in my brother’s primary school at their local sports day and annual book fares. I have also assisted in organizing a local fundraiser for their school to obtain additional infrastructure resources. Whilst occupying my role as class president, I organized class events frequently throughout the year to encourage and nurture team building.