**Eoin Cleary**

**Address:** Ardkeen, Putland Road, Bray, Co. Wicklow

**Phone:** 087-6330736

**E-Mail:** eoincleary101@gmail.com

 ***Education*** 

* FE-1 Exams passed: Contract **April 2017**

 Property

 Equity

 Criminal

* Professional Certificate in Financial Advice (QFA) **October 2015**
* Trinity College Dublin **2009 - 2013**

Degree: Joint Honours, ***Business Studies and Political Science (BESS)***. Final grade: 2.1

Final Year Modules: Managing New Product Development (67%)

 International Business and the Global economy (63%)

 Contemporary International Relations (58%)

 Contemporary Political Theories (64%)

* **Presentation College, Bray 2003 - 2009**

Leaving Certificate Points: 480

Subjects: English (B), Irish (B), Maths (ord) (B), French (B), Business Studies (A), Biology (B), Art (B)

***Professional Experience***



**Zurich Life, Dublin November 2013 – present**

Position: Policy Alterations/ Pension Maturities/ Service Team

* Responsible for dealing with and managing lucrative, long-term Zurich pension holders and their brokers.
* Manage transfer and maturity of significant amounts of money between different client accounts and funds.
* Demonstrate accurate communication skills which are essential to maintain company’s reputation and strong stakeholder relationships.
* Regularly deal with risk claims, medical reports, Pension Adjustment Orders and the assignment of life policies.

**B&E Clothing, Wildwood, New Jersey. Summer 2012**

Position: Sales assistant

* Worked in sales in a highly competitive environment on one of the busiest boardwalks on the East coast.
* Dealt directly with members of the public in an unfamiliar setting, meeting weekly sales targets.
* Monitored stock orders and supervised deliveries while being responsible for opening and closing of premises.

**Maloney Security, Moscone Centre, San Francisco. Summer 2011**

Position: Private Security guard

* Worked as part of a formal security team with people from diverse backgrounds.
* Variation in events required adaptability and flexibility in communication and organisation.
* Relished the responsibility of the position and communicated effectively with the team and members of the public

***Skills Profile***



***Teamwork***: I have successfully worked as part of a team in academic, professional and sporting environments developing my skills and ability to work effectively with others.

***Leadership***: I have lead group projects throughout my academic and working life; leading presentations, delegating responsibilities and organising meeting times. I was captain of both junior and senior cup rugby teams at Presentation College Bray, where I have coached part-time after graduating from the college.

**People Skills**: I feel recognising emotion and building relationship is one of my strongest attributes both in person and over the phone. I have only worked in client-focused positions.

**Microsoft Office**: I am proficient in Microsoft Office packages including Word, Excel and Power-point; using them daily.

**Innovation**: I can work of my own accord and the experience I have gained has given me the ability to come up with creative and successful ideas.

***Interests*** 

* In 2007 I travelled to Barcelona with a group of students as part of the 80:20 Human Rights Organisation. We created a mural on the Rwandan genocide and made a presentation to a conference of international delegates.
* Sport is a big part of my life. I have participated in various team and individual sports at a high standard during my school and college life; ranging from rugby, soccer and Gaelic to boxing and athletics.
* I enjoy travelling and experiencing other cultures, meeting new people and exploring a different way of life. I have lived and worked in different parts of America and spent periods travelling Europe and Asia.
* Self-Development: I have been in part-time employment from the age of 16. I organized myself to work a minimum of 20 hours a week while achieving my academic goals. My work funded my college fees while allowing me to visit and work in different parts of the world to maximize my college experience. Through consistent employment and extra-curricular activities I have developed a strong work ethic which I am keen to continue to develop.

***References***

Available upon request.