**Erica Sinnott**

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**PERSONAL SUMMARY**

A highly organized and motivated Regulatory Analyst professional with an LLB Degree. Detail oriented with strong research skills developed through conducting extensive legal research for clients. Ability to prioritize, multitask and manage strict deadlines as demonstrated by my ability to balance full time work while completing FE1 examinations.

**EDUCATION & QUALIFICATIONS**

University College Cork **LLB Degree** 2017-2019

Results: 2H1

University College Cork **BA in History and Studies in Psychology**  2014-2017

Results: 2H1

Final Year Dissertation: ‘Failure, Inadequacy and Neglect: The HIV and Hepatitis C Scandal’

Result: 1:1

Our Lady of Mercy Secondary School **Leaving Certificate**  2014

**WORK EXPERIENCE**

**Compliance&Risks Ltd Regulatory Analyst June 2019-Present**

* Conducts extensive legal research for clients.
* Monitors and analyses global regulatory developments.
* Assesses and summarises global environmental and product safety regulations.
* Subject matter expert in the areas of conflict minerals, pressure equipment, construction products and energy efficiency.
* Responds directly to client enquiries on legislative updates.
* Engages with regulatory authorities via written communication to discuss both current and pending legislation.

Key Achievement:

* Authored white paper titled “Conflict Minerals Compliance: Examining U.S and EU Regulations”.

**Penney’s Retail Assistant April 2018-May 2019**

* Provided excellent customer service, including giving information on pricing and product availability and handling customer complaints.
* Processed cash and card payments.
* Ensured stock levels are well maintained.

**Cherrybomb Cosmetics Retail Assistant October 2017-January 2018**

* Key holder responsible for opening and closing the store.
* Served customers in a friendly and efficient manner.
* Volunteered for extra jobs to ensure balance workload across the team.
* Ensured the shop floor was fully stocked and presentable.
* Cashed up till at the end of the day.

**McDonalds Crew Member April 2015-May 2017**

* Maintained high standards of customer service during high-volume, fast-paced operations.
* Communicated clearly and positively with co-workers and management.
* Handled cash and credit transactions quickly and accurately.
* Followed procedures for safe food preparation, assembly, and presentation.
* Built loyal clientele through friendly interactions and consistent appreciation.
* Resolved customer complaints promptly and professionally.
* Took initiative to find extra tasks when scheduled duties were completed.

**KEY SKILLS**

**IT:** MS Word, MS Excel, MS PowerPoint.

**Communication:** Excellent communication skills developed by working for three years in a range of customer

service roles.

**Team:** Experienced team player having worked closely with De La Salle Camogie team to win the Junior County Championship 2015 and completing large number of academic team projects.

**Problem Solving:** High level of problem-solving skills developed working on resolving customer complaints.

**Research:** Excellent research skills developed through completing academic research and completing

legal research for clients.

**INTERESTS & ACHIEVEMENTS**

I have a keen interest in sport, and I was a member of the De La Salle Camogie club. I was a part of the team who won the Junior County Championship in 2015.

I'm very interested in music, and I play the piano to a Grade 5 standard. I have received two nominations for Excellence Awards in piano playing from the Leinster School of Music and Drama.