Profile

+353 87 1728833 isoldemcdonough@gmail.com 38, Lynwood, Dundrum, Dublin 16, Ireland

 Isolde McDonough

History graduate, (June 2016), with a focus on the formation of cities in eastern Asia, focusing on social-economic, geographical, and political factors. Motivated, self-disciplined and a team player, I am eager to contribute and gain further experience in the workplace.

Experience

INTERN, CONSULATE OF IRELAND, SAN FRANCISCO, Summer 2015

Responsibilities:

* Primarily tasked with visa and passport processing as well as organising and handling personal and invaluable documents, whilst working as part of a team.
* Responding to general queries regarding the acquisition of Irish citizenship, passports, and visas, and providing necessary information.
* In charge of data-basing the process of applications and documentation in addition to FedExing issued passports and visas, ensuring a fast turnover.
* By the end of my time at the Consulate, I had gained the responsibility of training incoming interns, and keeping account of application payments.

Gallery Assistant, blueleaf gallery; fairview, dublin, ireland — june - september 2014

Responsibilities:

* Responsible for organising and coordinating publicity for exhibition launches; distributing press releases to media outlets and cold calling potential customers.
* Tasked with researching the contact information of all major art publications/critics, as well as drafting emails to promote upcoming exhibitions.
* Attending to and interacting with clients and providing excellent customer service when dealing with sales enquiries. Also responsible for providing pricing guidance, connecting the client party with the artist and basic administrative tasks such as filing, recording messages, sales enquires, and payments.

VOLUNTEER experience, ELEPHANT SACTUARY THAILAND — February – April 2013

* Prior to starting university, I took a year after finishing school to travel and do volunteer work. I spent three months in northern Thailand volunteering at a sanctuary that rescued and rehabilitated abused and exploited elephants.

Education

BA (Hons) History, SOAS, University of London, UK: 2.1 - June 2016

A LEVELS

Wycliffe College, Gloucestershire, GL10 2JH, UK - June 2012
English Literature: A - Theatre Studies: A - History: B - Psychology AS: B

French: Alliance Française de Londres, CERF A2 Intermediate

Interests

Travel: One of my main interests since finishing schools has been to take up as many travelling opportunities as possible. During this summer I travelled to Japan, the country that I focused my dissertation, and much of my degree on. Being aware of different cultures, languages and lifestyles is so important, especially as a young person, because of the increasingly global environment in which we live and work.

Writing: During my time at university I helped to edit the student newspaper, *The SOAS Spirit*. My role involved proof reading and editing submitted articles before the paper went into print. I found that this job really helped hone my critical skills and heightened my awareness to detail, but through a more creative medium.

Sports: As well as travel and writing, I like to participate in sports during my free time. I played tennis competitively throughout school and university.

References

Dr. Angus Lockyer
Senior Lecturer,
**SOAS, University of London**
London WC1H 0XG, United Kingdom

(available upon request)

Ms. Jacqueline Keelan
Consular Officer,
**Consulate General of Ireland,**
100 Pine Street, Suite 3350,
San Francisco, CA 94111
Jacqueline.Keelan@dfa.ie