**JACK O’CONNOR**

17 Morehampton Lane, Donnybrook, Dublin 4, Ireland.

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Date of Birth: 10th April 1996

**Personal Profile**

A hardworking, friendly and disciplined individual who seeks to further his career by joining your trainee programme. I have just graduated with a 2.1 Honours from Business and Law in UCD. To date I have benefitted from the experience gained from my previous jobs and internships. I have also contributed to my tennis club and old school by assisting in the coaching programmes for younger children and students. I am comfortable either working on my own or as a member of a team and am considered reliable and punctual. I look forward to enhancing my experiences of the workplace and to an opportunity to prove my worth.

**Work Experience**

**September 2018- Present Bank of Ireland Mortgages- Legal/Securities Executive**

* My main responsibility is to examine clients mortgage and title documents, searching for Letters of Offer, which fit certain criteria and are in scope for review.
* Once the letters have been found I am tasked with organizing them, filing them and scanning them onto the system.
* The role requires a lot of attention to detail, and constantly being able to meet deadlines.

**June 2018- August 2018 Deloitte - Intern in Private Clients (Tax) and Regulations and Compliance (Risk Advisory)**

* The first part of my internship was spent in the Tax department with the Private Clients team. I was involved in computing Income Tax returns for individuals and Capital Gains Tax liabilities for assets being disposed of in receiverships.
* I spent the second part of my internship in Risk Advisory. I spent time out on a client site as part of the team responsible for the independent oversight of the banks Tracker Mortgage Examination. I was also involved in assisting Senior Managers and Directors during meetings with clients.

**February 2016- May 2018 Gonzaga College- Tennis Coach/Supervisor**

* My responsibilities included coaching and supervising students of all ages and abilities, requiring high levels of organizational skills
* I also supervised inter-schools matches between Gonzaga and other schools

**June 2016- Present Hollister Co. -Brand Representative**

* My responsibilites included giving customers the best shopping experience possible by being outgoing, friendly and helpful which required strong interpersonal skills.
* Each shift came with a personal and collective sales target. Teamwork and an individual drive was imperative to ensure these targets were met.

**Key Achievements & Attributes**

* Graduated with a 2.1 Honours from Business and Law in University College Dublin
* Achieved 520 points in my Leaving Certificate.
* Achieved Higher Level grades in 10 subjects in my Junior Certificate.
* Irish Water Safety:including 4 Safety Certificates (Rescue 1&2 and Basic Life Support)

**Education & Qualifications**

**Sept. 2014 – Sept. 2018**

**University College Dublin, Belfield, Dublin 4**

* Bachelor of Business and Law
* Graduated with a 3.25 GPA

**2008– 2014**

**Gonzaga College SJ, Sandford Rd, Dublin 6.**

* Leaving Certificate (520 Points)
* Junior Certificate (2A’s and 8’Bsall Higher Level)

**2000 - 2008**

**Primary School**

**St. Marys National Primary School, Belmont Avenue, Donnybrook**

**Hobbies**

**Sport**

* Tennis - member of Fitzwilliam LTC.
* Soccer - playing with CYM Beechwood FC Senior Team in the Leinster Senior League.
* Rugby - played competitively for the Junior XV until sustaining an arm injury.
* Gym training - 3-4 times per week.

**Charity Work**

* Part of the Dublin Diocesan Youth Group that assisted the Lourdes Pilgrimage in 2013.
* Spent time with patients in the ward as well as escorting them around the village.

**Travel**

* Spent 3 months in Chicago, Illinois in 2017, on a J1 visa working with H1, a hospitality company.
* Spent 1 month inter-railing around Europe in 2015, getting to experience cities like Amsterdam, Berlin, Prague and Budapest.

**Referees**

* Niamh Murphy. General Manager, Hollister Co. Dundrum. (01) 216 5004