



JENNIFER KEATING

PROFILE

Fourth year undergraduate in Business and Law: University College Dublin. Developed specific interest in Law and Finance through subjects covered to date and work experience. I am a confident, highly motivated individual with excellent interpersonal skills combined with a positive and creative attitude.

I am tenacious, hardworking, detail-orientated, a quick learner with proven ability to work under pressure.

I enjoy working as part of a team and am confident to work independently.


PROFESSIONAL SKILLS


Communication Leadership
Customer Care Team Player
Project Management Creative


TECHNICAL SKILLS


Microsoft Applications
G-Suite
SAP

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REFERENCES

Available on Request

EDUCATION

- 2019 University College, Dublin , Limerick, Ireland**
- Fourth year in B(Sc) in Business and Law
Present Overall GPA: Stage 1: 3.58 Stage 2: 3.5 Stage 3: 3.47
Law, finance and marketing modules
- 2019 Limerick Tutorial College Limerick, Ireland**
Irish Leaving Certificate : 487 Points

WORK EXPERIENCE

Summer Intern

Ernst and Young, Harcourt Centre, Dublin June – July 2022

- Based in EMEIA Tax Wealth and Asset management department.
- Assisted partner with various projects including re-distribution of funds.
- Attended off-site board meetings with clients preparing slide decks in advance and supplying to clients.

Summer Intern

Simmons & Simmons, Waterways House, Dublin Aug 2021

- Based in banking department with rotations in Real Estate, Environmental and Tax departments.
- Attended board meeting in shadowing capacity, assisted associates carrying out research and drafting documents.
- Opportunity to apply my problem-solving and business writing skills
- Assisted with drafting an initial debenture for a client with supervising associate

Secretarial Assistant

Newtown Medical Centre, Limerick Aug 2020- Present

- Adapted to COVID-19 Working conditions seamlessly; worked as sole administrator in evenings.
- Responsible for effective handover documentation to the day administration team
- Administrative duties, organising files, payments
- Managed internal systems to account for new government payments schemes, antenatal treatment and vaccinations
- Using HealthONE to accurately record patient data

Sales Assistant

Jo Malone Dept., BT Limerick & Dublin Oct 2019 – June 2022

- Successfully transferred to the Jo Malone department in BT2 Dundrum to continue working whilst in UCD
- Responsible for training new hires and providing support, delivering high end luxury customer service building customer relationships
- Working as part of a team to deliver high quality service and achieve high targets through peak busy seasons and university commitments.

INTERESTS

Sailing Instructor

Lough Derg Yacht Club Tipperary

Jul 2018 - Jul 2020

- ❑ Certified Irish Sailing Instructor for summer sailing courses for children, generally working ratio of 1 instructor to 8 children
- ❑ Imparted the skill and passion of sailing to help students attain personal skill level
- ❑ Responsible for creating daily lesson plans and to ensure safety of all children on the course

Sales Assistant

Keatings Pharmacy, Raheen, Limerick Dec 2015- June 2018

- ❑ Assisted and resolved customer queries
- ❑ Worked effectively with team members at all levels
- ❑ Responsible for carrying out accurate and concise stock taking

TY WORK EXPERIENCE Sept 2016 – May 2016

COMPANY	KEY INSIGHTS/TASKS
William Fry Solicitors (Dublin)	<ul style="list-style-type: none">❑ Shadowed Partners learnt valuable presentation skills❑ Assisted Law Trainees and Associates gaining insight into legal practices
Director of Public Prosecution Offices and the Criminal Courts (Dublin)	<ul style="list-style-type: none">❑ Shadowed various prosecutors working for the DPP❑ Attended numerous court hearings including the High Court accompanied by the solicitors
Element Six (Shannon):	<ul style="list-style-type: none">❑ Assisted with administrative tasks, gained insights into accounting practices in the accounting department❑ shadowed various engineers
Atlantic Airventure Co Ltd. (Shannon)	<ul style="list-style-type: none">❑ Insights into various sectors of the aircraft industry by attending flight simulations with pilots, GECAS networking event and the air traffic control centre in Shannon

INTERESTS

- ❑ Sailed in National and World Sailing Championships
- ❑ Irish Sailing Instructor: Irish Sailing Certificate level 1-7
- ❑ Member of Lough Derg Yacht Club and UCD Sailing Club
- ❑ Member of Castletroy Golf Club, Junior Captain in 2018/2019, Coach Assistant for Junior members
- ❑ Volunteering Activities
- ❑ Travelling & experiencing new cultures