**KATE CROTTY**

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**SUMMARY**

A final year Business and Law student at University College Dublin with a keen interest in undertaking an internship programme with a view to gaining a traineeship contract.

**EDUCATION**

2015-2019 University College Dublin – Bachelor of Business and Law – 2.1 Honours

 Université Catholique de Louvain, Belgium - Study Abroad Semester 2018

2010-2015 Ursuline Convent Secondary School, Thurles, Co. Tipperary

**EMPLOYMENT HISTORY**

**July 2018 Banking and Aviation Intern, A&L Goodbody Solicitors, Dublin**

I completed a summer internship programme in A&L Goodbody in July 2018, where I was a part of the Banking team.

* I drafted section 1001 and C1 loan forms and uploaded these to the CRO website. I arranged to get documents notarized and apostilled in the Department of Foreign Affairs.
* I learnt important soft skills such as critical thinking, leadership, communication and teamwork and presentation techniques, that are not taught in college.

**May 2017 – August 2017**  **Customer Service, Blazing Saddles Bike Rentals, San Francisco**

Blazing Saddles is Bike rentals company with eight branches throughout San Francisco. Their purpose is to rent bicycles to tourists who want to cycle over the Golden Gate Bridge.

* I managed the smooth operations of ‘sign ups’ as part of the Fisherman’s Wharf branch. I had to encourage potential customers to rent bicycles in an effort to raise the sales revenue of the firm.
* I learnt how to deal with problems on the ground without having to go to the head office to find resolutions. This experience taught me the learned skill of managing the expectations of customers.

**January 2016 Intern, The Firm - Hotel and Catering Recruitment, Dublin**

* I got the opportunity to sit in on and observe recruitment interviews, analyse the interviewees performance and draw up their CVs in accordance with the Firm’s specialised CV format.
* I spearheaded the reorganisation of the Firm’s filing system, enhancing the employee’s ability to find the documents required quickly and efficiently.

**August 2016 Floor Staff, The Left Bank, Dining and Bar, Kilkenny**

* I contributed to the health and safety of the bar, by facilitating in the clearing of tables and cleaning the premises during the night and after the bar had closed.

**INTERESTS**

* I compete at the highest club level in women's hockey in Ireland - the EY Hockey League, where we train twice a week on the pitch and play matches on weekends that take place in either Dublin, Cork or Northern Ireland.
* My club, Loreto Hockey Club, will be competing in the EuroHockey Club Cup in Amsterdam this April, since winning the EY Hockey League last May.
* I have previously played hockey for Ireland at U16 level and captained Munster hockey teams U16 and U18 and competed in inter-provincial tournaments.
* I play tag rugby in UCD with some of my Business and Law classmates just for fun.

**ACHIEVEMENTS**

* Academic Entrance Scholar to UCD for receiving over 560 points in the Leaving Certificate
* Presidents Gaisce Bronze Medal Award
* Beaver Junior Certificate Maths Award for receiving a high A grade
* University of Limerick Business award for receiving an A grade in my Junior Certificate Examinations in Business
* Sports Code of Ethics Qualification
* Piano, Flute, Voice examinations all up to grade 5 Royal Irish Academy of Music

**VOLUNTERRING**

Head volunteer at the Kilkenny Recreational and Sports Partnerships Summer Camp 2016 for Children aged 5-16 with disabilities

* Completed a training day in the area of children with disabilities, that enabled me to better care for and entertain the children at the camp.
* Led and monitored the other volunteers to ensure the well-being and entertainment of the children
* Organised games and activities tailored to the children’s wishes and needs

**REFERENCES**

Available upon request