**L Y D I A B E N T L E Y**

Apt. 2, 30 Rathgar Road, Dublin 6

D.O.B. 06/05/1987. T: 087-7770609. Email: LydiaJBentley@gmail.com

**Career Profile**

Highly motivated university graduate with a B.A. (Hons) in Business and Sociology from Trinity College Dublin (2.1) and a Master’s degree in International Relations (2.1) seeking a training contract with a leading commercial law firm.

I have a keen interest in commercial and corporate law gained from my 4 year honours degree in Business Studies and through my present role working for the Mater Foundation.

Practical experience gained in the Financial Services and Not for Profit sectors. Very good organisational and time management skills. Able to meet challenging deadlines and to prioritise well.

Passed 3 FE1 examinations in March 2015 and awaiting results from examinations taken in October 2015.

**Educational Qualifications**

**2010 – 2011 Dublin City University**

 ***Master of Arts in International Relations***

1 year Master’s degree in International Relations. Subjects included: Human Rights Law, Public International Law, Communications and Information in International Relations, Politics of the UN, and Political Economy.

 **Thesis Title**: ***Testing the efficacy of The Convention on the Rights of the Child in prohibiting child labour. Case Study: India***

Result: 2.1

**2004 – 2008** **Trinity College, Dublin**

***Bachelor of Arts in Business and Sociology (BESS)***

4 year honors degree in Business and Sociology. Subjects included: Introduction to Law, Financial Reporting & Analysis, Human Resource Management and International Business.

Result:2:1

**1999– 2004 Eureka Secondary School, Kells, Co. Meath**

 Leaving Certificate results including A grades in French (H), Geography (H) & Mathematics (O).

 Result: 485 points

**Professional & Voluntary Experience**

**February 2012 – Present The Mater Foundation – Hospital Liaison Fundraising Officer**

***Key* *Responsibilities:***

* To act as assistant to the Chief Executive on legal and governance matters.
* To collate and analyse information and draft funding applications to Corporates, Trusts and Foundations.
* To act as the main contact between Mater Hospital staff and the Mater Foundation with regards fundraising and funding applications.
* To coordinate the Foundation’s Grants Programme.
* To recruit and manage the Foundation’s volunteers.

**Nov 2010 - Present St. Vincent de Paul Volunteer – St Ignatius Conference, Dublin 1**

 **(**TheSt. Vincent de Paul Society is the largest charitable organisation in Ireland)

 ***Key Responsibilities:***

* Conference President from December 2012 – December 2014
* Assessment and analysis of client needs.
* Advising volunteers and clients on various issues.
* Co-ordination of volunteers at weekly meetings.
* Conference administration including year-end accounts.

**May 2010 – August 2010 Volunteer with The Umbrella Foundation – Nepal**

(The Umbrella Foundation is a children’s rights organization based in Nepal)

 ***Key Responsibilities:***

* May- August 2010: General volunteer responsible for the wellbeing of over 50 young children.
* May- August 2010: Volunteer Development Coordinator.

**Oct 08 – May 10 Staff Control Accountant** - **Société Générale, IFSC House, Dublin 1**

 ***Key Responsibilities:***

* Daily reconciliation of allocated bank accounts.
* Report on trade activity, providing detailed analysis to all relevant parties.
* Compilation and analysis of all month end reports.
* Project work: proposal and implementation of efficiencies within the existing departmental processes, participation in intra-departmental projects and provision of specialist knowledge from own area of expertise.

**Additional Skills**

* Computer literate, extended knowledge of packages such as MS Office, Raisers Edge and Lotus.
* Full clean driving licence.
* Heartsaver - CPR & AED Programme. I am trained until 31st March 2017.

**Interests and Hobbies**

* Strong interest in current affairs, politics and international development issues.
* Drama (Grade 8 - Irish Board of Speech & Drama examinations), theatre & music enthusiast.
* Pilates, running & horse riding.

**References are available upon request.**