**MAXIMILLIAN SEARSON**

**Email:** maximillian.searson@ucdconnect.ie **Tel:** +353 87 6458817 **DOB:** 11th January 1996

**Home:** 6 Longford Terrace, Monkstown, Co. Dublin **College:** University College Dublin (UCD), Ireland

**Business and law Undergraduate**

***Personal Profile***

⮞ **Trustworthy,** capable of managing confidential company & personnel information

* **Quick to learn** procedures, software tools and company activities
* **Efficient** at identifying and executing effective ways of carrying out tasks
* **Ability to focus,** maintaining a view of a project or activity in its entirety while holding attention to detail and specificity**.**
* **Adaptable** and excellent **interpersonal skills**
* **Completing a Bachelor in Business and Law (BBL) degree (Honours)** graduating in June 2018

**I am**

Highly Motivated

Goal Oriented

Effective under Pressure

Excellent at Communication

Skilled in IT and Microsoft Office

Focused

**Education**

**University College** **Dublin (UCD) Class of 2018, Bachelor in Business and Law (Honours) Degree**

* Full time business and law course
* Expected **overall 2:1 Degree**, having achieved a 2:1 in third year and so far in fourth year.
* Involved in the writing committee for the Commerce and Economics society first ever business publication

**Gonzaga College SJ Class of 2014**

 - Graduated with Honours in 2014

 - Subjects included Math, English, French, Economics, Physics and Biology

 - Received **520 points in my Leaving Cert**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level** | **Grade** |
| French | H | A1 |
| Economic | H | B1 |
| English | H | B2 |
| Biology | H | B2 |
| Maths | H | B3 |
| Physics | H | B3 |

**Part Time Work Experience**

**Denis I. Finn Solicitors, Lower Hatch Street**

**Intern:**

* Assisted Paralegal in Four Courts, attending to the Barristers which the firm worked with
* Taking notes during court proceedings for use in office memos

**Caritas Convalescence Centre, Dublin 4 November 2016-Present**

**Receptionist:**

* Manage a complex telephone switch with over 60 extensions, greeting callers and visitors alike, as well as meeting the needs and requests of the patients and visitors.
* Admit patients, involving precise and accurate completion of all required documentation; escort patients to their rooms ensuring they are comfortable and feel welcome in the centre.
* Carry out administrative duties including preparing the menus for weeks to come; taking orders for newspapers and answering general patient and visitor queries.
* Responsible for visitations into the centre, only permitting them during authorized visiting hours.

**Woodbine Medical Centre June 2017**

**Receptionist:**

* Manage all patient bookings and enquires made to the centre throughout the day.
* Fill in forms of patient details, accuracy being of critical importance.
* Bill patients and accept payments, keeping record of all transactions for the clinicians’ bookkeeping.

**Café en Seine, Dawson Street 2014 - 2015**

**Waiter:**

* Experienced high-intensity work conditions of weekend night shifts in a very busy venue.
* Often tasked with taking care of important guests and large parties, ensuring they enjoyed themselves and acting as conduit between them and the organisation.
* Trained to be efficient and solve problems rapidly as they arise while at work.

**Searson’s Wine Merchants, Monkstown Summers of 2012 - 2014**

**Office Assistant:**

* Office administration duties, assisting members of staff with any projects they needed help with.
* Processed large volumes of paperwork, converting physical copies into digital format in order to allow the office to run more efficiently.
* Designed filing system in order to store and allow easy access to the new digital copies of documentation.

**Slattery Communications, Blackrock 2012**

**Intern:**

* Office assistant, working in marketing and finance departments.
* Tasked with monitoring mentions of clients in multiple forms of media

**Additional Information**

**SKILLS:**

***Information Technology***

* Excellent working knowledge of Microsoft Word, Excel and PowerPoint.
* Completed ECDL course.
* Regular use of IT skills in project work, research and presentations.

 ***Languages:***

* Fluent speaker of Hungarian
* Excellent understanding of French after studying it for six years – achieving A1 grade in Higher Level French at Leaving Certificate level.
* Studied French with Apple Languages Courses in both Nice and Montpellier during my secondary school education.

***Qualifications:***

* RLSS certified lifeguard
* Trained in CPR and First Aid

**INTERESTS:**

***Charity Work:***

* Travelled to Zambia with Habitat for Humanity – along with a team of peers, constructed houses in extremely underprivileged areas.
* Placement in Saint Vincent De Paul head offices in Dublin.

***Sport:***

* Regular swimmer, member of UCD swimming club.

***Music***

* Singing in band, awarded 1st place in a ‘battle of the bands’ competition in 2014.

 **References available upon request**