**CURRICULUM VITAE**

**PERSONAL DETAILS**

Name: Moira O’Connor

Address: 2 Orlagh Lodge, Knocklyon, Dublin 16

Date of Birth: 28th April 1995

Mobile: 085-1680549

E-mail: moira.oconnor@hotmail.com

**WORK EXPERIENCE**

**Dates**

Summer 2016 Internship in the Financial Services Tax Department in KPMG

* I assisted with corporate tax compliance work for numerous 110's and a few trading companies as well as ensuring all risk management for the companies was up to date.
* I assisted in tax reviews of companies for auditing purposes.
* I researched the tax implications of various aircraft leasing transactions.
* I liaised with clients and with Revenue.

Nov 14 – Mar 16 Sales Associate, H Samuel, Grafton St

Duties:

* I was responsible for delivering high quality customer service, greeting customers and selling on a personal, one on one basis. My service performance with regards to customer satisfaction was subject to regular performance review.
* I worked towards daily sales targets; it was my duty to ensure that my targets were monitored and met. My selling performance was subject to monthly reviews.
* I handled stock deliveries, monitored and kept stock secure at all times, I tidied and arranged displays, and carried out stock recalls.
* I have Silver Level professional sales training completed; this training focused on specific product knowledge and more general sales training.
* I carried out the repair audit on all items gone for repair, ensuring all store repairs were up to date and customers were notified of updates.
* I was responsible for the maintenance of watches and jewellery. This included carrying out of minor repairs on items, such as link removal and battery changes on watches and cleaning on jewellery. I assessed items and discussed any issues with clients so as to further understand the needs of the client and determine how best to treat and fix the damaged item. This sometimes included sending items to be repaired, in which case I liaised between the repairer and the customer.

October 2014 Advertisement representative, Platinum Promotions

* Responsibilities included waitressing, customer care, marketing of particular products

Summer 2011 Advertisement representative, Ford Motors, Nutgrove Shopping Centre

* Customer care, Flyer distribution, marketing

April 2011 Receptionist, St. John of God Hospital, Stillorgan

* Management of busy switch board, including managing work streams and prioritising calls; ordering of stationery, dealing with customers, dealing with post

**EDUCATION**

**Dates School**

2013 – Present Trinity College Dublin, 4th year Law Student

2007 – 2013 Loreto High School Beaufort, Rathfarnham, Dublin 14

1999 – 2007 Scoil Naomh Padraig, Ballyroan, Dublin 14

**LEAVING CERTIFICATE 2013**

8 Honours, 535 points

**ACHIEVEMENTS**

**Academic**

* Deloitte University Challenge National Finalist 2015
* ECDL completed 2012
* Represented school and competed in debating competitions, reaching semi-finals in Denny Leinster School Debating competition
* Senior Prefect in sixth year and Council Representative in school
* Leading role in school musical
* Other languages include French and Irish of a high standard
* Highly commended in the All Ireland Linguistics Olympiad 2012

**Other:**

* Full driving licence
* Grade 6 piano and Grade 7 musicianship theory, 2nd place in DIT piano competition
* School Hockey Junior Loreto champion
* ITRA Tag Rugby plate winners Spring 2012

**INTERESTS**

Vincent de Paul Society, Trinity Student Managed Fund, the main focus of which is to invest real money in companies. I carried research on companies and contributed to the group pitch for Lloyds bank by focusing on the Qualitative Risk of the company. Tag Rugby, Piano

**REFERENCES**

Jennifer Plunket, Anne Devlin,

Manager, St. John of God’s Hospital,

H Samuel, Stillorgan,

81 Grafton St, Co. Dublin

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01-6797599