**Curriculum Vitae: Olivia Sheanon**

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**Address:** Market Square, Bailieboro, Co Cavan.

**Education**

***September 2017-Present:* International Law and Business UCD Smurfit Business School, Dublin**

* The overall learning objective of this Masters is to further develop my critical thinking and analytical skills with a particular focus on the foundations between Law and Business.

***September 2013- May 2016:* Bachelor of Civil Law (BCL), National University of Galway, Ireland**

* 2:1 Hons. Degree

**Work Experience**

***September 2017- Present* Dublin Chamber of Commerce, 7 Clare Street, Dublin 2**

* Responsible for front office administration and communication
* Diary management, coordinating internal and external meetings and schedules

***December 2016- July 2017* Executive Assistant, Alan Heywood Accountants, 78 Mill Lane, London,UK**

* Processing invoices and letters
* Assisting the finance team in ensuring all legal documents are up to date
* Answering phones and dealing with client queries
* Ensuring CRM information is up to date and all contacts are updated

***February 2016- May 2016*****Legal Intern, Michael D. Cunningham Solicitors & Co, Galway, Ireland**

* Competed and successfully obtained work placement for the provision of insight into the working environment in a solicitors practice
* Assigned cases and analysed the key legal issues at play along with the senior partner
* Efficient management of client relations and front office duties
* Responsible for the relationship with the Court House administrator

***June 2013- October 2016:***  **Manual Operative, Manor Farm, Cavan, Ireland**

* Worked on a production line in a high-volume food processing plant
* Trained new employees in a friendly, efficient and professional manner
* Worked as part of a team ensuring orders and production to the standards of ISO 140001 were consistently met

**Volunteer and Advocacy Roles**

***September 2015 – May 2016:* Class Representative, National University of Galway, Ireland**

* Organised accommodation, flights and itinerary to Edinburgh for 32 people
* Coordinated and managed charity events throughout the year e.g. football tournaments, volunteering, mock job interviews
* Established and managed study sessions for students to aid learning in a more interactive environment
* Liaised with the Law Faculty and Student Union to solve both student individual issues and class-wide issues e.g. increased library accessibility for my class, manageable workloads and re-establishment of course deadlines

***September 2013- May 2016:* Free Legal Advice Clinic (FLAC), National University of Ireland, Galway**

* Experience in providing pro bono legal advice and citizen’s information to students and members of the public
* Administration and management of FLAC
* Engaged with lawyers, police officers, academics and public representatives to organise information evenings and workshops for civil and corporate law students
* **2017:** **Lip Sync Battles, Bailieboro Shamrocks GAA, Cavan, Ireland**
* Choreographed a dance routine which was for a group of 5 people
* Preformed to an audience of 1000 people
* Raised €600 individually through sponsorship and €120,000 as a club for a new astro turf pitch

***2012:***  **Supervisor, Irish Language College, Galway, Ireland**

* Managed a group of 15 teenagers with the objective of improving their Irish language fluency for a period of 21 days
* Responsibilities included enforcing strict sleeping times, shower time, meal planning management, encouraging a love of Irish language and culture

***2014:*****Carer, Pilgrimage to Lourdes, France**

* Assisted the sick and the elderly to participate fully and enjoy their pilgrimage
* Raised €15,000 as part of a team to fund the pilgrimage to Lourdes, France

**Interests**

* Member of my University Debating society
* Achieved Grade 7 Distinction from the Royal Academy of Music in classical flute
* I am a keen runner and take part in 5k/10k marathons throughout the year
* Member of the Irish Film Academy and have been involved in many drama productions including leading roles
* I am involved with the local Gaelic Football Team and have won county and club finals at both Minor and Senior Level

*References available upon request*