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| Rachael Collins  · Whitethorn, Walterstown, Kilcullen, Co. Kildare ·  · Email: rachael.collins@ucdconnect.ie · Mobile: 083-4142571 · |
| I am an energetic, dependable and diligent third year student working towards a BBL degree at UCD in 2021. I am currently seeking a 2020 Summer Internship to complement my legal and business academics to date, whilst gaining valuable experience and a better understanding of my future career options. |

# Experience

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| Sept 2018 – Jan 2020Retail ASSISTANT/SuperVISOR, Little mistress, debenhams, DUBLIN Responsible for stock management, merchandising and maintaining floor and display standards. Also responsible for collating the daily sales figures accounts and reporting them to the head office in London. While my manager was on holidays I was selected as the Acting In-House Manager and during her time away I coordinated the team and continued to hit our sales targets. |
| JUNE 2018 – Sept 2018EXECUTIVE ASSIstant, avison young property management, VancouverThrough my retail experience, coaching and MS Tools experience, I managed to secure a sick-cover Executive Assistant role to a Canadian Property Manager who is responsible for the management of 2 State of the Art “AAA” Class Office Towers. My daily duties focused on front desk activities & regular contact with our significant Business and Commercial Clients e.g. KPMG, Rodgers, Bank of Montreal as I was responsible for managing all service requests & off load to facilities. I also managed events, meeting rooms, office supplies, access cards and settling invoices. My manager was very impressed with my work and offered me a full-time position!Tennis Coach, Gord Hawka Tennis, VancouverWorked evenings and weekends as private drills and hitting coach for Adults and YouthsJune 2017 – August 2019ReTAIL ASSISTANt, Grants UNIFORMS, Manor ST. DublinResponsible for stock management, online & phone orders, customer service and all financial transactions in a fast-paced retail environment that provides school uniforms to 56 diverse Primary and Secondary schools. Role required excellent organisation, honesty and people handling skills to deal with parents, guardians and children alike.summer 2016 and summer 2017Assistant TeNNIS COACH, Naas LTC, Kildare.Responsible for coordinating tennis lessons for children aged 4 to 12 years old, managing payments, organizing drills and entertainment on court. |

# Education

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| 2017 - presentBusiness & LAW (BBL) Degree, University College Dublin I have an average GPA of 3.2 over the past threee years. My average grade in law Modules is a B.  (Transcripts available on request.) 2015-2017: LEAVING CERTIFICATE, INSTITUTE OF EDUCATION  |  |  |  | | --- | --- | --- | | Subject | Level | Grade (534 points) | | Spanish | Higher | H1 | | History | Higher | H1 | | Irish | Higher | H2 | | Italian | Higher | H2 | | English | Higher | H3 | | Economics | Higher | H4 | | Mathematics | Higher | H5 |   I obtained a total of 534 points. |
| 2015: Cuarto de eso, Mariana Pineda I.E.S., Granada, SpainAwarded that certificate having spent transition year learning Spanish in the above school. Throughout the year I sat many in-class exams in eight subjects, all of which I passed when I finished the year. |

# Skills

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| * Proficient in Microsoft Suite Tools * Accounts IQ and SAP * Fluent Spanish * Stock Management | * Customer Service * Problem Solving * Administration * Leadership and Team Player |

# Activities

TENNIS: Very active member of Naas LTC since 2004. Selected for Leinster and National Squads from age ten to fifteen with highest junior ranking of no.1 in Ireland at U14. I was 2014 junior national champion. Currently play Women’s DLTC league for UCD first team - member of the Women’s team that has won intervarsity’s five times in a row and resulted in us winning the UCD Varsity Team of the Year in 2019!

VOLLEYBALL: Played schools volleyball for St. Mary’s College, Naas and won an All-Ireland Schools medal in first, second and third year.

GAA: An active member of Two-Mile-House GAA Club since 2003. Our team have won five county league titles since our very first girls team started in 2010.

TAG RUGBY: Play social tag rugby in UCD every Monday.

VOLUNTEERING: I have regularly supported Naas LTC Tennis Tournaments & Umpired events.

*(References Available on request)*