

## Rachel Burke

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## EDUCATION

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- 2016-date **Bachelor of Business & Law (BBL)**  
University College Dublin.
- 2016-date **College Examination Results:**  
1<sup>st</sup> Year Grade II.II (GPA 2.97)  
2<sup>nd</sup> Year Grade II.I (GPA 3.47)  
3<sup>rd</sup> Year Grade II.I (GPA 3.50)
- 2010-2016 **Leaving Certificate Results:**  
Rathdown School, Upper Glenageary Road, Glenageary, Co. Dublin  
Result: 520 points.

## WORK EXPERIENCE

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- June 2018 **Intern**  
**Ronan Daly Jermyn**
- Participated in a competitive Summer Internship Programme
  - Observed and worked along-side the partners of the firm developing my strong analytical and research skills
  - Responsible for preparing briefs, analysing evidence and records, preparing summaries, attending litigation and mediation meetings with clients and filing in the four courts or land registry office
- Sep 2017 -  
Date **Primary School Tutor**  
**Graham O'Donnell**
- Assist a child aged 11 who suffers with various learning disabilities with his homework
  - Working with a client and providing the highest standard for the client
  - Developing key skills in organisation, collaboration and communication
- Jan 2016 -  
Date **Retail Shop Assistant**  
**The Butler's Pantry Sandymount**
- Developing a strong commercial awareness focusing on customer service and communication
  - Closing the registrar and locking up the shop at night
  - Responsible for general admin work as well as controlling daily orders and deliveries
- Nov 2016-  
Date **Hockey Coach**  
**Mount Anville Hockey Club**
- Responsible for the teaching of basic hockey skills to children from the ages of six to fourteen, with varying levels of ability.
  - Held responsible by parents and school facility for the safety and happiness of the children.
  - The role enhanced my team-work and management skills

- Sep 2016 - **Waitress**  
Jan 2017 **Dalata Hospitality, Ballsbridge Hotel**
- Served food and beverages at large functions of up to 800 guests
  - Managed customer complaints and issues
  - The role required punctuality and militant time-management
- Feb 2014 **Work Experience**  
**Paul Burns, Senior Council**
- Shadowed Paul Burns, Senior Council, and assisted in the preparation of a major case, collating documents and preparing briefs for Council

## **INTERESTS & ACHIVEMENTS**

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### **Sport:**

- Member of Pembroke Hockey Club 2007-2014
- Rathdown School Premier League and Senior Cup Hockey Player 2013-2016
- Completed levels 1-4 in Sailing with the Irish Sailing Association
- Boat Stewart and Assistant Sailing Instructor in Baltimore Sailing Club
- Active member of Sandycove Tennis Club Ltd.
- Represent my college on the Seconds squad of UCD Ladies Hockey Club
- Involved in UCD's tag rugby weekly tournament with a college course team

### **Academic:**

- Elected as Rathdown School Prefect 2015-2016
- Elected to represent my peers on the Rathdown Student Council 2014-2015
- Represented Rathdown in MUN conferences around Dublin where my debating public speaking skills were augmented
- Elected as a UCD's Commerce and Economics Society representative
- Involved in the Business and Law Social Society organising the annual ball and other events
- Experience in college working with both SAP and AccountsIQ software systems

### **Hobbies:**

- Achieved Grade 8 in the Associate Board Piano exam

### **Voluntary Work**

- Spent two weeks volunteering on construction sites building houses in Romania with Habitat for Humanity
- Apart of the 2014 & 2015 Fundraising Committees for the SUCH (Students United for Children's Health)

## **REFEREES**

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**Available on request.**