**Rachel Burke**

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EDUCATION

2016-To date **Bachelor of Business & Law (BBL)**

 University College Dublin

**College Examination Results**

1st Year Grade II.II (GPA 2.98)

2nd Year Grade II.I (GPA 3.47)

3rd Year Grade II.I (GPA 3.58)

4th Year Predicted Grade I.I (3.68)

2010-2016 **Leaving Certificate:**

 Rathdown School, Upper Glenageary Road, Glenageary, Co. Dublin

Results: 520 points

WORK EXPERIENCE

June 2019 – **Intern**

August 2019 **PriceWaterhouseCoopers**

* I worked in PwC’s financial services department within the Consultancy branch as part of their two-month Summer Internship Programme.
* I gained great insight into how a large professional service firm operates in what I perceived to be a positive working environment.

June 2018 **Intern**

**Ronan Daly Jermyn**

* My responsibilities included attending litigation and mediation meetings with clients and taking succinct notes.
* The experience provided me with an opportunity to observe how a law firm operates and generally the type of work that is done across the various departments.

Sept 2017 - **Primary School Tutor**

To date **Graham O’Donnell**

* I currently assist a child who suffers from learning disabilities with his nightly homework.
* Working with a child, I have to ensure the high standards expected of me by his parents are always met.
* The role requires me to have great tenacity and patience.

Jan 2016 - **Retail Shop Assistant**

May 2019 **The Butler’s Pantry Sandymount**

* My responsibilities involved the day to day running of the shop as well as closing the registrar, financial reconciliation and locking up the shop at night.
* Working as a sales assistant, I have developed a strong commercial awareness focusing on customer service and communication.

Sept 2016-  **Hockey Coach**

Mar 2018 **Mount Anville Hockey Club**

* I was responsible for the teaching of basic hockey skills to children from the ages of six to fourteen, with varying levels of ability.
* As a coach, I was held responsible by parents and the school facility for the safety and happiness of the children.
* The role enhanced my team-work and management skills.

Sept 2016 - **Waitress & Bar Tender**

Jan 2017 **Dalata Hospitality, Ballsbridge Hotel**

* I served food and beverages at large functions of up to 800 guests as well as worked behind the bar during busy periods.
* I managed customer complaints which required calmness under pressure and equipped me with the ability to thrive in a high pressure environment.

INTERESTS & ACHIEVEMENTS

**Academic:**

* Elected as Rathdown School Prefect 2015-2016.
* Elected as a member of the Promotions Team for the 106th session of the Commerce and Economics Society.
* Elected as the Philanthropy Officer for the 107th session of the Commerce and Economics Society’s.
* Member of the Business and Law Ball Committee 2018/2019 which involved organising social events including the 2019 B&L Ball.
* Experience in college working with both SAP and AccountsIQ software systems.
* 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 in 2016.
* Member of the Fundraising Committees for the SUCH (Students United for Children’s Health) in the years 2012-2016.

**Sport:**

* Rathdown School Premier League and Senior Cup Hockey Player 2013-2016 and runner up medallist for both the Leinster League and Leinster Cup 2014.
* Active member of Sandycove Tennis and Squash Club from 2008 and part of Rathdown School Junior A and Senior A Tennis Teams.
* Completed levels 1-4 in Sailing with the Irish Sailing Association and worked as a Boat Stewart and Assistant Sailing Instructor in Baltimore Sailing Club during summers thereafter.
* Represent UCD playing in the Ladies Hockey Club competing at a high standard every week in the Leinster League’s Division 2 competition as well as act as committee member for the Second’s squad.
* Involved in UCD’s tag rugby weekly tournament with a Business and Law team constructed by one of my college peers.

REFEREES

**Available on request.**