

# **Rachel Coffey**

**Address:**

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Ambitious and motivated individual with a capacity to meet deadlines as required. Proven ability to effectively manage time to complete a variety of tasks in an efficient manner. Experienced in working as a member of a team whilst also being a confident and capable individual worker. Will have completed six of eight FE-1 examinations in October 2021.

## **Educational History**

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**2016 –2020****Bachelor of Commerce  
International with Irish****University College Cork**

- First Class Honours (1.1) achieved.
- Awarded Title of College Scholar on basis of Year 1 results.
- Specialised in legal modules.
- Modules included throughout studies:

Introduction to the Legal System – 1.1  
(Year 1)

Company Law – 2.1 (Year 4)

Introduction to Business Law – 2.1  
(Year 1)

International Business Strategy Capstone  
– 1.1 (Year 4)

Employment Law II – 2.1 (Year 4)

Úsáid agus Cruineas na Gaeilge –  
1.1 (Year 4)

Work Placement Project – 1.1 (Year 3)

Principles of Revenue Law – 2.1 (Year 4)

Oral Placement Presentation – 1.1 –  
(Year 3)

Placement – Full credits – Pass (Year 3)

**2016****Leaving Certificate****Mount Mercy College, Cork.**

- Achieved 580 points
- Awarded in-school award for academic achievements.

## **Work History to Date**

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**May 2021 – Present****Legal Intern****Shields Sadleir Law & Tax**

- Assisting solicitors with day-to-day duties including drafting correspondence and other documents, scheduling documents, reviewing title documentation, file management, drafting of invoices.
- Scanning and efficient file allocation to of post and dx received.
- General reception duties including answering phone in a friendly and courteous manner and taking messages when necessary.
- Proficient use of MS applications, PdfDocs, as well as document management system (NetDocuments).

**June 2015 – May 2021****Personal Trainer / Administration****FIT Gym, Grange & Ballincollig**

- Responsibility for assessing clients' needs and creating and implementing effective training plans.
- Maintaining a relationship of trust and confidence with clients.

- Demonstrating safe and effective exercise to clients.
- Ensuring client health and safety is paramount at all stages of training.
- General upkeep and maintenance of tidy, clean and safe gym floor.
- Instructing high-intensity circuit classes to larger groups.
- Effective check-in and progress tracking for clients to ensure clients are motivated and progressing towards goals.
- Booking and scheduling client sessions on a weekly basis.
- Manning busy reception in a high-speed environment
- Interacting with customers and providing high standard of service.
- Handling and recording payments for various services
- Using computer systems efficiently (EZ Facility, MS Office, Glofox)
- Supply checking
- Opening and locking up the premises

**September 2018 – March 2019**

**Intern**

**Ronan Daly Jermyn**

- Worked as an Intern in the firm's Finance department as part of UCC placement program.
- Worked as part of Credit Control Team – responsibility for follow up of aged debt up to value of €15K.
- Assisted with a variety of finance tasks, including issue of credit notes and processing of suppliers' bills.
- Tasked with role of WIP reduction project across all offices.
- Efficient use of Keyhouse Case Management System.
- Worked on an ad-hoc basis with Marketing and IT departments on a number of tasks.
- Tasked with various projects by banking, employment and litigation departments.

**July – September 2017  
July – September 2018**

**Budget Support Role**

**Swissport IRL Ltd, Cork Airport**

- Data entry role across Irish airports in preparation for annual budget.
- Position responsibilities included:
  - Interpretation of raw data from all Irish based airports (Dublin, Shannon, Belfast City, Belfast International, Cork).
  - Input of data into online system (HOST Analytics).
  - Cross referencing numerical data in budget presentation
  - Supporting Finance Manager in preparation of budget slide decks

## **Interests and Achievements**

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- ECDL – European Computer Driving Licence – 5 certificates achieved – 2015
- Full clean driving licence
- Level 3 Certificate in Personal Training and Group Instruction – Focus Awards.
- Keen interest in fitness, health and wellbeing, as well as a variety of different training methods.

**References available on request.**