Curriculum Vitae of Rebecca Slevin

*Ambitious, Resilient, Independent*

**Personal Details:**

**Name:** Rebecca Slevin

**Address:** Kilbeg, Horseleap, Moate, Co.Westmeath

**Contact Number:** 0851393970

**Email address:** [rebecca.slevin3@mail.dcu.ie](mailto:rebecca.slevin3@mail.dcu.ie)

**Date of birth:** 2nd March 1997

**Education and Qualifications**

**2015 – 2018: Bachelor of Civil Law (Law and Society), Dublin City University**

First year modules: Constitutional Law, Torts, Advanced Torts, Criminal Law, Advanced Criminal Law, Foundations of Law and Legal Research, The Irish Legal System, Public International Law, Comparative Law

Overall grade: 2nd Class Honours Grade 1

2nd year modules: Moot Court, Company Law 1, Company Law 2, Contract Law, Advanced Contract Law, Employment Law, European Union Law, Advanced European Union Law, Law of Evidence, Family Law and Society, Health Care Law

Overall grade: 2nd Class Honours Grade 1

Final year modules: Property Law, Advanced Property Law, Jurisprudence, Genetics Law and Society, Administrative Law, Intellectual Propety Rights, Law and Body Politics, Law and Dispute Resolution, Equity

Overall grade: 2nd Class Honours Grade 1

**2009 – 2015 Mercy Secondary School, Kilbeggan, Co.Westmeath**

Leaving Certificate: 460 points

Higher Level: Irish, English, History, French, Business Studies, Biology

Ordinary Level: Maths

**2002 – 2009 Scoil an Chlochair, Kilbeggan, Co.Westmeath**

**Work Experience**

Compliance Officer at Procorre LLP, 2 Hume Street, Dublin 2

* Responsible for responding to consultant queries both via email and on the phone relating to overdrawn capital accounts, profit share and tax law relevant to their jurisdiction.
* Advising consultants on the acquisition of their limited company and making sure all documents relating to their acquisition are received by the consultant.
* Acknowledge all correspondence received and record and track incoming and outgoing communication onto our internal CRM system where appropriate.
* Provide high levels of customer service throughout every interaction with internal and external clients to ensure current service levels are upheld
* Liaise with other internal departments where relevant and ensure process and procedures are up to date at all times

Front office and reservations agent at O’Shea’s Hotel, Talbot Street, Dublin 1

* Responsible for greeting all guests and handling and redirecting any guest enquiries in person or on the telephone.
* Responsible for the checking in and checking out of guests on the computer system and amending any necessary details
* Responsible for accounting for all sales transactions
* Performing security checks at regular intervals and follow all control systems.
* Maintaining and promoting a positive image of the hotel and its services to both customers and colleagues.

The Hair Gallery, Walnut Lane, Kilbeggan, Co.Westmeath

* Ensured high levels of customer care and service
* Monitored and replenished stock levels
* Processed cash and credit card transactions

**Interests:**

I danced for the Concannon Ganley Academy of irish dancing. I have competed at the Leinster Championships, All Ireland Championships and World Championships. I have danced at many functions and events including the European Celtic Irish Dance Festival in Disneyland Paris.

I enjoy keeping fit and active. I have ran ten marathons to date all in aid of charity and enjoy hiking and other outdoor activities.

I enjoy debating and public speaking. I was part of The Law Society and The Feminist Society during university.

**Achievements:**

Lenister, All Ireland and World Medals for irish dancing.

County Champions Scor na nOg

Comhdhail Muinteori na Rince Gaelacha Scrudu Grade 9

Distinction in Ballet Exam 1

European Computer Driving Licence

Food and Culinary Skills Examination

Nominated for Student of the Year in secondary school

Completed GAA Coaching Course

**Referees available upon request**