

# Rory O’Huiginn

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I am an ambitious, motivated and enthusiastic Business & Law graduate with a genuine interest and understanding of all aspects of law. I’m currently seeking a challenging work placement opportunity within a dynamic commercial law firm which will offer early responsibilities, and the opportunity to develop practical legal skills.

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## EDUCATION

**Independent College Dublin**, 2015 – present

Online Fe1 preparatory course

**University College Dublin**, 2010- 2014

Bachelor of Business & Law – Achieved 2.1 Honours Degree

**The Institute of Education**, Leeson Street, Dublin. 2008- 2009

Leaving Certificate Results- Achieved 500 points

**Blackrock College Secondary School**, 2001 - 2008

## EMPLOYMENT HISTORY

**Topaz Energy Ltd**

September 2014 – January 2016

Category Management Support

- Ensured compliance with retail legislation- alcohol, tobacco and pharmaceutical products
- Attended and participated in negotiations with suppliers
- Established trusted relationships with suppliers and became a key point of contact
- Oversaw planning and implementation of monthly shop promotions
- Volunteer Manager of the Office Café
- Point of contact for the Topaz network of employees- 158 stores
- Monitored and controlled electronic invoicing system across Topaz network
- Managed new product set up and price implementation
- Introduced efficient reporting methods and streamlined data presentation
- Approved price reductions and clearance requests

**Levy restaurants, San Francisco, U.S.A**

June –September 2013

Catering Staff

- Responsibilities included serving food and drinks, dealing with customers regularly, cash register responsibilities, cleaning duties, stock take and ordering responsibilities.

**Arts and Hobby Store, Dun Laoghaire**

June 2011 - September 2011

Sales Assistant

Responsibilities included dealing with customers, opening and closing shop, responsible for the cash register, cleaning duties, stock take and balancing the till, weekend manager

**Other Job experience includes:**

- Volunteer manager of the Topaz head office cafe
- Night club promotion
- Door to door sales- San Francisco J1 working visa
- Coached youth soccer teams

**SKILLS & COMPETENCES****Social and Working Skills:**

I have confident communication skills as demonstrated delivering presentations at university and in my previous job. I'm accustomed to working both as part of a team and cross functionally with other departments. I have excellent negotiation and persuasions skills and an ability to deal with problems calmly and efficiently. My first-hand management and leadership experience over-seeing the office café in my previous job provided early responsibility and confidence in my abilities.

**Computer Skills:**

I am a highly proficient user of both Mac and Windows computers with a strong knowledge of all Microsoft applications. In particular, I have developed excellent Excel and PowerPoint skills.

**Interests and Hobbies:**

I have played soccer for both my school and my college, competed at a national level in swimming and was captain of the school basketball team. I am also a keen traveller and have travelled Europe, America, Australia, New Zealand and South East Asia. Other interests include music and playing the guitar.