Rosanna McComish

23 Shelbourne Apartments, South Lotts Road, Dublin 4 | +353 83 046 7320 | rosannamccomish@gmail.com

# Profile

Commercially experienced and meticulous professional with an ability to work in a deadline driven environment. Possesses a high degree of accuracy and attention to detail in recordkeeping and is adept in communicating with Senior Management, clients and key stakeholders.

# Education

## Msc management and governance | Ulster university | Grad icsa

* September 17 – Present
* Part-time enrollment, Dublin Campus

## Msc Communication, advertising & PR | Ulster university

* September 15 – September 17
* Achieved: **Distinction**

## bsc Leisure & Event Management | ulster university

* September 12 – July 15
* Achieved: **First Class Honours**

# Experience

## Associate, company secretary | DMS governance | Aug 17 – present

## Junior associate, company secretary | DMS governance | nov 17 – July 18

* Demonstrate excellent written and organisational skills in the preparation and attendance of client board meetings; independent liaison with clients and services providers; develop exceptional knowledge of corporate regulation and legislation specifically within investment funds; oversee on-going statutory filings and reporting deadlines; and manage a broad portfolio of different entity types in a number of jurisdictions.

## Founder & Manager | Cook it fresh | aug 16 – nov 17

* Demonstrated sound commercial awareness and strong business acumen skills through the founding and development of a meal-kit distribution service; demonstrated meticulous organisation and management skills through the creation and running of an e-commerce platform, and general logistics including financial and budgetary management, customer databases, health and safety and supplier relationships; and quickly established myself as an enthusiastic and flexible professional in developing a marketing plan through a social media network, content creation and brand communications.

## Sprint programme| entrepreneurial spark | feb 17 – april 17

* Developed an entrepreneurial mindset after being awarded a place on the Sprint Programme at the Belfast Hub; and validated and progressed a business concept through an intensive three-month boot camp which included market research, testing, application of frameworks including the Business Model Canvas, networking conferences and pitching competitions.

## Corporate event manager | hamilton 7 kirk | dec 12 – dec 16

* Demonstrated excellent leadership and management skills in the recruitment, selection and coordination of employees and exceptional organisational skills during the management of prestigious events throughout Ireland including the Lord Mayors Inaugural Dinner at Belfast City Hall, the Royal visit at Hillsborough Castle, the Assembly Investment Conference at Stormont Parliament Buildings and Race Meetings at Down Royal Racecourse; and demonstrated ability to build longstanding business relationships with key stakeholders through strong interpersonal and communication skills.

## Events team | coca-cola | dec 14 – dec 16

* Developed leading brand communication skills through activating the company’s sponsorship, promotions and commercial initiatives to the highest standards in assisting to build the profile and reputation of the company across Ireland; and demonstrated key planning and budgetary management skills throughout the event organisation process.

## Corporate event manager | gus commercials | feb 16 – july 16

* Exhibited strong intuition and creative flair during the sole planning, organisation and management of a ten-year corporate anniversary event for over five hundred guests; and demonstrated exemplary time management skills in balancing this role with my other roles during my Master’s degree.

## Organising committee | hillsorough oyster festival | feb 14 – sept 16

* Developed professional written, verbal and interpersonal skills in acting as point of contact for all enquiries of the festival, taking minutes at monthly committee meetings, compiling expressions of interest, monitoring event coverage and carrying out research to present to committee.

# Skills & Abilities

## Management

* Gained a solid background of management positions and have successfully managed high profile, community and corporate events, delivering tasks accomplished on time and within the allocated budget.

## Administration skills

* Maintained an excellent reputation for attention to detail and record keeping throughout professional work experience through proficient use of Microsoft Office in maintaining compliance documents, monitoring and tracking reports, employee details, work schedules and event running orders.

## Interpersonal skills

* Successfully demonstrated exceptional interpersonal skills in building fruitful and long lasting relationships with both team and clients alike throughout professional experience.

## Leadership

* Significantly succeeded in developing excellent leadership skills during my professional work experience through the recruitment, training and coordination of employees for various events throughout Ireland, specifically in retaining a reliable and trustworthy bank of casual event employees.

# *References available upon request.*