**Curriculum Vitae**

**Sarah-Jane McCusker**

**Address:** Clanart, Cherrywood Road, Cabinteely, Dublin 18

**Mobile:** 087 9568333

**Date of Birth:** 10/10/1997

**Email:** sarahjanemccusker@gmail.com

**Educational Qualifications**

**Secondary Education:** Loreto College Foxrock (2010-2016)

* Leaving Certificate**,** all honours – 480 points

**Third Level Education:**

* Bachelor of Social Science, University College Dublin (2016-2019) GPA 3.30 (2.1)
* Masters in Common Law, Stage 1 (2019-2021) GPA 3.33 (2.1)

**Work Experience**

IRFU:

*2013*

* Co-ordination of 120 choir members for the Ireland vs Samoa rugby game in the Guinness Series match
* Worked as part of a team in organising an event for the IRFU Supporters Club to view an interview with the Irish rugby coaches.

MediaTeam:

*2014*

* Gained experience in the Marketing, Printing and Event organisation department
* Manned a stand at Bloom Garden Festival dealing with people on a daily basis, interacting with them and promoting the companies product

Director of Public Prosecutions (DPP)

*2014*

* Work experience for two weeks assisting solicitors working for the DPP
* Attended case hearings in the Criminal Courts of Justice and the Four Courts
* Shadowing the Head of Directing Division, Elizabeth Howlin, during her daily duties

Grooveyard:

*2014-2017*

* Worked as a Brand Ambassador at events such as the RBS Six Nations in 2014 and 2016 – using inter-personal skills to promote and organise face-painting and handing out flags
* Co-ordinated bringing the RBS flag onto the pitch during the opening ceremony with great attention to detail

Comhaltas Monkstown (Craobh Phiarais Ui Ghreagain – non-profit organisation):

*2014-present*

* Interaction with younger children weekly, teaching younger members of the Craobh
* Helping to develop their musical and inter-personal skills and grow their confidence and abilities
* Organisational skills through preparing and planning weekly lessons
* Working collaboratively to create a musical set for children to play in competitions as part of the grupa ceol (All Ireland Fleadh)

Vinyl Dun Laoghaire:

*2016-2019*

* Professional experience in client service - dealing with customers face to face or online and understanding their needs
* Working as part of a cooperative team to enhance customer service
* Ordering and managing stock and merchandise
* Entrepreneurial and creative skills by creating and launching an online website – using initiate to increase revenue, utilising my personal drive
* Sole manager of all social media accounts –increased following
* Growth of my interests in business

UCD Foundation:

*2018-2019*

* Participating in telephone campaigns including the *UCD Breakthrough* *Fund* and *UCD Opening Doors Alumni Fund,* getting feedback from alumni and securing funding for scholarships for students form disadvantaged backgrounds
* Enhanced phone conversation skills including communication, listening and understanding
* Developing and improving my confidence and interpersonal skills
* Thinking on the spot, becoming flexible and always putting the customer’s needs first
* Working well as part of a team, reaching daily targets

Dunnes Stores:

*June 2019-present*

* Part-time retail sales assistant in the clothing department
* Gained exceptional customer service and attention to detail skills

**Volunteering experience**

UCD Volunteers Overseas

*September 2017-present*

* Chosen as a student volunteer for a four-week educational programme in Assam, North East India and was successfully tasked with fundraising €2,600 to pay for the expenses of the project
* Teaching music, grammar, conversational English and topics associated with health and hygiene while working as part of a team to refurbish and decorate pre-schools for young children
* Voted as the Auditor of the UCDVO Student Society for the academic year 2019/2020 – tasked by the charity and students with the running and overseeing of the whole Student Society
* Sat on the UCDVO Charity Board for a year and was further co-opted to continue to sit on the Board during the COVID-19 crisis - discuss and assess upcoming projects, fundraising initiatives and health and safety of the volunteers
* Valuable opportunities to improve skill set and an insight into the running of a charity

NCBI and Concern

*2015*

* Volunteer for NCBI in Dun Laoghaire; Preparing and completing admin work for Concern

**Interests and Hobbies**

* Member of the UCDVO Student Society Committee 2018-2020
* Music – teaching and learning
* Tennis
* As part of my music achievements I competed in the All Ireland Fleadh in 2010 and 2013.
* Newly interested in Vinyl music and records

**Additional qualifications**

Grade 5 Music Theory examinations

Ballet (Grade 6)

Gaisce

ECDL computing course

**References available upon request.**