

# Sarah-Kate Geraghty Curriculum Vitae

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## PERSONAL STATEMENT

I am a highly motivated, organised, self- starter. The greater part of my career to date has involved broadening students horizons, be it in encouraging them to travel, expanding their world view by exposing them to outbound student exchange.

## CAREER HISTORY

**July 2017 to date. Central Bank of Ireland, Regulatory Decision Unit, Legal Department, Spencer Dock, Dublin 1**

### Paralegal

#### Duties/Responsibilities

- Management of team administration
- Liaison for team correspondence
- Supervision of documentation gathering and booklet preparation
- Meeting organisation
- Team liaison and support in Fitness and Probity cases and Administrative Sanctions Procedures

**February 2017 to date. Trinity College Dublin, College Green, Dame St, Dublin 2**  
**Global Officer, School of English/ Study Abroad Officer**

The role of the Global Officer is unique to Trinity. Global Officers are embedded within their School, working on implementing Trinity College Dublin's Internationalisation Strategy at a local level with staff and students. The role of Study Abroad Officer caters to the needs of visiting students and innovative short term programming.

#### Duties/Responsibilities

- Relationship management between Trinity and non EU university partners at both School level and college wide for the Global Officer role and at a college wide level for the Study Abroad Officer role.
- Liaising with the Academic Registry, Accommodation, Fees and various other parts of college in engaging in the pastoral care of incoming international students and liaison with INIS regarding student immigration.
- Within the School of English duties and responsibilities include management of Gradlink, reporting on student recruitment, marketing of School of English degrees and masters, liaising with fellow members of staff and academics, pastoral care of incoming students and management of the J-Term programme within the School.
- Within Study Abroad duties and responsibilities include management and development of short term programming, management of the CASA Summer programme, management and marketing of the outgoing CASA Havana programme, recruitment of visiting students and marketing, crisis management and management of scholarships, booking of trips, visits and flights for students and management. The role also has oversight over student exchanges within the college.

## **Key Achievements**

- Within the School of English, the completion and marketing of the School newsletter, connecting international students as well as alumni.
- A CRM campaign to promote recruitment to Masters within the School of English which saw a rise in the numbers applying for each Masters subsequent to the campaign.
- Liaising on staff relations culminating in staff agreement to pursue Dual Degree in English with Columbia University
- Successful marketing of the J-Term in English with AIFS for the recruitment in January 2018.
- Within Study Abroad, successful marketing of outgoing exchanges leading to the largest cohort of students travelling abroad to date and a renewed schema for Pre Departure, which enhanced student experience.
- Planning and execution of the CASA Summer programme.
- Marketing and recruitment to CASA Havana, creating interest in the scheme double that of the year before.
- Successful CRM campaign with Go Overseas, leading to the creation of over 300 leads as well as increased interest and application to the programme and the award of a semester Scholarship to one student.

## **February 2015 to date. Trinity College Dublin, College Green, Dame St, Dublin 2**

### **Student Mobility Officer, Global Relations**

Global relations is responsible for implementing Trinity College Dublin's Internationalisation Strategy. This involves expanded short term study options for incoming and outgoing students as well as incoming international full degree students.

### **Duties/Responsibilities**

- Partnership and relationship management between Trinity and our partnered non EU universities.
- Negotiation and management of legal documentation associated with exchange agreements and the study abroad, at both a undergraduate and postgraduate level.
- Liaising with the Academic Registry, Accommodation, Fees and various other parts of college in engaging in the pastoral care of incoming international students and liaison with INIS regarding student immigration.
- Management of student exchange, both in and outbound and scholarships.
- Management of monitoring outgoing student figures and basing strategy for future connections and expansion on the documented figures.
- Liaison with Alumni Office to maintain a student mentor programme.
- Recruitment of Study Abroad cohorts for short term programming.
- Organisation of high level trips and visits to and from the college.

### **Key Achievements**

- Completion of a comprehensive report on Student Mobility from 2011/12 through to 2016/17.
- Reorganisation of Provost Asian Travel Bursary, securing €1,000 per student.
- Co ordination of information sessions on outbound exchange for Junior and Senior Freshman students – a system of Q&A Clinics combined with more focused sessions has shown interest in the exchange rise to 200 across the college.
- Implemented new strategy for co ordinators updates, ensuring greater transparency and co operation with departments.
- Negotiated 5 new exchange agreements within the first 8 months of current role.
- Initiation of exchange audit to enable management of monitoring outgoing student figures and basing strategy for future connections and expansion on the documented figures.

- Began a new process for module enrolment and the management of the module directory for incoming international students, in conjunction with the Academic Registry. This improved accuracy by 33%.
- Initiated a new process for student exchange with extensive work on risk analysis and policy, this formalized the process and brought about a better system of reporting.
- Created 106 student contacts for Study Abroad, based on Study Abroad Fair contact
- Creation of incoming international student scholarship form.
- Creation of student pre departure guide specifically relating to CASA Havana student programme.
- Running of Brown Summer School, a new initiative for the college starting with 16 students, including advertisement of the programme at Study Abroad Fairs, ensuring a rise in applications.
- Co ordination and organisation of student blogging cohorts to promote exchanges among students.

### **January 2015 - February 2016**

#### **Title of Job: Non EU Out-going Exchange Co-ordinator, Student and Graduate Records,**

Co ordination of student applications to 35 Non EU partner universities.

#### **Duties/Responsibilities**

- Nominating students for non eu college wide exchange
- Co-ordinating student exchanges with college departments - both in Trinity College and its partner universities
- Updating and informing departmental co-ordinators on student applications, the nomination process and academic restrictions
- Liaising with Global Relations regarding exchange agreements and balancing student numbers
- Advising students on visa and travel arrangements for exchange and acting as a liaison point for students.
- Organizing further application for students once nominated and passing on relevant college information subsequent to their further application.
- Aiding and assisting graduation ceremonies, as well as whenever else necessary, as part of Student Records
- Aiding and assisting Academic Register Enhancement Programme

#### **Key Achievements**

- Set up Alumni Welcome Mentoring programme with the Alumni Foundation.
- Planned and initiated a new system of multiple information talks for rising senior freshman students who wish to go on exchange.
- Coordinated separate information sessions for junior freshman students who may be interested in non eu exchange in the coming years.

stream lined the process of with consultants as part of AR Enhancement programme

redesigned pre departure to more accurately reflect student experience

implemented a new system of organization to keep track of applications, improving student experience and

speed of response

### **August 2013 – June 2014**

Studied First Year of Graduate Medicine in UCC

### **November 2012 - August 2013**

#### **IT Services Trinity College Dublin, Executive Officer**

IT Services manages all IT and computers throughout the college.

#### **Duties/Responsibilities**

- Initial point of contact for all entering the department, including ordering and room booking.
- Minute taking for department meetings, senior management meetings and board meetings.
- Dealing with follow up accounts for payments.
- PA duties for the senior management team, including diary management for 4 members of the management team.

#### **Key Achievements**

- Undertaking personal development courses in Plain English and listening and communication skills.
- Updated organization of HR filing system and sick level on a department wide level.

**April 2012 - November 2012: SUSI Shelbourne House, Shelbourne Road, Dublin 4**  
**Student Universal Support Ireland (SUSI), Grant Assessor and trainer**

SUSI manages the award and maintenance of student grants throughout Ireland.

**Duties/Responsibilities**

- Assess student grant applications.
- Deal with calls and clients, work on reception when necessary.
- Co-ordinate meetings and training sessions with fellow team members.
- Regularly inform students of grant status by ad hoc letter and telephone.
- Fully up to date with Student Grant Scheme 2012, and conversant with legal and statutory requirements in relation to student grants.

**Key Achievements**

- Acted up as team leader.
- Reached targets of processing 50 applications a day.
- Started team training system for new recruits.
- Implemented spreadsheet organization system to keep track of ongoing applications and targets.
- Implemented team updates to ensure communication.

**March - October 2011**

**Ward Secretary Hawthorn Ward, St Vincents Private Hospital**

The Hawthorn Ward is a fast paced surgical ward.

**Duties/Responsibilities**

- bed management and patient appointments
- liaise with consultants and doctors on behalf of the nurses and patients
- chart filing, fully conversant with hospital filing systems
- dictation, letter writing and taking minutes at staff meetings

**Key Achievements**

- computerised system of organisation for bed management
- speeded up process of patient record filing

**February to March 2011 (and February – March 2012)**

**Temporary PA in Corporate Services, St Vincents Private Hospital**

- Ordering supplies.
- Dictations, letter writing and taking minutes at staff meetings.
- Organizing meetings and diary management for 3 members of the management team.

**EDUCATION & TRAINING**

Law, LLB, Trinity College Dublin, 2.1

In House Company Courses: Plain English , Assertive Administrator, Student in Distress, Counselling Training  
ICOS Training, CRM Training, Dreamweaver.

**I.T. SKILLS**

MS Office, MS Word, MS Powerpoint, Good knowledge of SITS and CMIS,CRM, Dreamweaver.

**INTERESTS & ACHIEVEMENTS**

Swimming and running - completed several 10km races

Music and art - RIAM Gold Medal for performance in Violin. Taught music to primary level students.

Reading

## **References**

**Louise Staunton - Global Officer and Student Experience Co Ordinator, [louise.staunton@tcd.ie](mailto:louise.staunton@tcd.ie)**

**Peter Hynes - Head Of Business Support & Planning, Academic Registry, [Peter.Hynes@tcd.ie](mailto:Peter.Hynes@tcd.ie)**

**Lee Annett – Activity Lead, Academic Registry, [annettll@tcd.ie](mailto:annettll@tcd.ie)**