

Education

- Maynooth University, Maynooth, Co. Kildare
September 2016 – present

BCL International - Law and Chinese
(Expected Result: 1.1)
- Beihang University, Haidian, Beijing, China
September 2018 – present

Employment

Irish Ball Beijing 2019 **Committee Member (Production team, Head of Design)**

(Event of more than 700 guests at the Kempinski Beijing)

September 2018 – Present

- Take part in planning and event management of Ball
- Direct Chinese event management company in the creation of overall design and theme of the Ball
- Work closely with sponsorship team to organise advertising and editorials

Woodies DIY Sandyford **Head Weekend Cashier**

March 2017 – August 2018

- Gained experience on the shop floor and customer service desk
- Dealt with customer complaints and queries in store and over the phone
- Progressed to cash office
- Performed safe checks, discrepancy reports and inspections, and prepared lodgements each day
- Prepared for shop audits and loss prevention inspections

Global Access **Administrative Staff**

2010 – Present

- Responsible for administration, invoicing and researching case studies
- Frequently proof read and assemble training course material
- Created and maintain the website
- Assistance at trade shows in Germany and the UK

Maynooth University **Open Day Staff**

April & November 2017

- Advising sixth year students, parents and mature students on module choices
- General operation and maintenance of module stand

Muckross Park College Yearbook **General Manager**

September 2013 – May 2014

- Lead a team of over 20 fellow students and a designer in the creation of the school yearbook
- Contacted local and national businesses for sponsorship

AXA Insurance **Work Experience**

May 2014

- Worked in AXA Insurance legal department and learned about the claims process
- Attended the courts where I attended briefings with barristers
- Did general administrative office duties for solicitors in the department

A&L Goodbody **Work Experience**

November 2013

- Learnt about the practices of a legal firm
- Visited the four courts and criminal courts and attended several hearings

McLoughlinsRS **Work Experience**

October 2012

- Attended the Canton Fair in Guangzhou, China as a part of a business trip
- Partook in factory visits and supplier meetings

Voluntary

Ireland China Business Association **Event Assistant**

- Setting up event locations
- Greeting guests and co-ordinating seating plans
- Being on hand during events for any help required

Ireland Orphan Aid International **Board Member**

- Helping the newest branch of the charity (Ireland China Youth Foundation) that focuses on educational exchange between Ireland and China.
- Attend board meetings and help plan new ventures for the charity

Other Qualifications

- TEFL qualification (*120-hour course*)
- HSK 3 and HSKK (UCC Confucius centre, sitting HSK4 in April 2019)
- Paediatric and General First Aid Certificates (*NB Training Services 2016*)
- ECDL (*2014*)
- Marketing on a Shoe String (*Dublin City Enterprise Board 2014*)

Other Achievements

- Awarded Chinese Embassy Award for Academic Achievement (*2018*)
- Awarded 'The Social Networking Award' in the Dublin Student Enterprise Award Final (*2014*)

Interests and Activities

I am an avid reader, and enjoy travelling, further improving my Chinese language skills, listening to music and writing.