**CURRICULUM VITAE**

**SARAH O’REILLY**

**PERSONAL DETAILS**

**Name:** Sarah O’Reilly
**Date of Birth:** 26/03/1994
**Address:** 32 Avoca Park, Blackrock, Co Dublin

**Nationality:** Irish
**Home Telephone:** 01 2782523
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**EDUCATION**

**1998 - 2006** Mount Anville Junior School, Goatstown, Dublin 14
**2006 - 2012** Mount Anville Secondary School, Goatstown, Dublin 14 **2012 - 2016** University College Dublin, Bachelor of Business and Law (2:1)

**WORK EXPERIENCE**

**Employer:** Eugene F Collins

**Position:** Intern

**Date:** June 2015-July 2015

**Experience Gained:**  I worked in the Corporate Department assisting the team on various dynamic and large transactions. Some of the responsibilities I was entrusted with included – carrying out company searches, completing and filing B1 forms, sealing documents and taking minutes at client meetings.

**Employer:** Gleesons of Booterstown

**Position:** Waitress

**Date:**  January 2014- April 2015 **Experience Gained:**  This is a family run business which is almost always extremely busy. I worked as a lounge girl here which involves regular interaction with customers, utilising my excellent inter-personal and communication skills. Team work is an essential skill needed in this job, when the pub is busy is it crucial that the bar staff, kitchen staff and lounge girls work together as a team. Through this I could support myself through college and other social activities.

**Other:** I am also employed regularly (at least one or twice a week) as a babysitter. I have looked after children of all ages and worked as an au pair for a French family in Lille. This has given me a huge sense of responsibility from a young age.

**SKILLS, ACHIEVEMENTS AND INTERESTS**

**2014** Representative on UCD Law Student Staff Forum

**2012** Received an academic award upon leaving school

**2012** Represented Mount Anville Secondary School in French Debating

**2011** Class captain & Student Union representative

 **2011** Represented Mount Anville Secondary School in Model United Nations

 **2010** Leinster School Girls Tennis Champions (representing Mount Anville)

 **2010** GAISCE – President’s Award –Transition Year

 **2010** ECDL Certificate

 **2010** First Aid Certificate

**Languages:** I can speak, understand and write in French at a high standard.

**Sport:** In school I participated in a range of team sports including hockey, tennis and tag rugby. I was a member of cup winning tennis and hockey teams while in school. Additionally, I was captain of my school’s tennis team in my final two years of school. I now play tennis socially in Blackrock Tennis Club, it is great way to meet new people. I also enjoy yoga, Pilates and long walks to keep fit and healthy.

**Charity Work:** I have taken part in a team of volunteers, with the Society of St Vincent de Paul in UCD, visiting homeless people in the city centre and providing them with a hot soup and sandwiches. I have also volunteered for charities such as Barnardos, Breast Cancer Ireland and Focus Ireland. Through my fundraising efforts I developed many skills such as team work, inter personal relations and communication.

**Technical Skills:** I have completed ECDL Level 1 and 2. I studied ICT and Data Analysis as part my degree program and have learnt bookkeeping skills through my work experience and accountancy and tax modules in college.

**Other:** travelling, reading, cooking, swimming, and skiing.

References available on request