# Sarah O’leary

Address: 15 Moyglare Village, Maynooth Co. Kildare

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**EDUCATION**

2015 – To date **University College Dublin (UCD)**

**Bachelor of Business & Law**

**3rd Year**

**Current GPA 3.77 (First Class Honours)**

**Most Recent exam results (Summer 2017)**

|  |  |
| --- | --- |
| Financial Accounting 2 | A+ |
| Intellectual Property | A- |
| Business Strategy | A- |
| Property Law I | B+ |
| Company Law I | B+ |
| International Financial Management | B+ |

2009 – 2015 **Maynooth Post Primary School**

**Leaving Certificate 2015 –** 530 points

All Honours:

History A1

Accounting A2  
Irish B1

French B1

Geography B2

English C1

Maths C2

**WORK EXPERIENCE**

**Legal Internship at McDowell Purcell Solicitors**

August 2017

I successfully completed a five week placement working in the Regulatory and Public Law Department of McDowell Purcell Solicitors, reporting to Sinead Taaffe Partner.

While I was primarily assigned to work with a particular team, I was also integrated into the wider Public and Regulatory Law Department, where I gained invaluable experience.

During my time in the firm, I worked closely with two solicitors in particular and their trainees, taking on responsibilities in the preparation of upcoming disciplinary inquiries. I attended a number of witness calls, where I was tasked with recording the dialogue and then drafting witness statements. I also assisted in the preparation of core books of evidence for disciplinary inquiries, thus getting excellent exposure to the legal documentation involved. In all of these roles I was exposed to the firms dedicated case management data base system, Evolve. During my placement I assisted at call ups in the High Courts, accompanying the Managing Partner of the firm. I was tasked with drafting and issuing correspondence to Counsel, Medical Experts and witnesses. I got the opportunity to attend the weekly team meetings between the partner and solicitors, thereby getting an insight into the work that they both carry out and how case load is managed and monitored. I also took on a range of different administration and accounting roles assigned by the Office Manager.

**Retail Assistant in Heatons Department Store**

June-January 2017

When working in Heatons Department Store I undertook a number of roles with incremental levels of responsibility, working both on individually assigned tasks and as part of a wider store team.

Initially I worked on the cash desk, encountering a vast range of interpersonal situations. I was required to deal with customer complaints and related queries, reconciling daily cash balances and liaising with security staff in terms of store security and theft prevention and store closing.

I also oversaw and documented product deliveries and arranged in-store merchandising displays.

In all my roles I played a significant part in ensuring our store consistently reached our sales targets.

**Assistant Lab Technician at** **Maynooth University Chemistry Department.**

September- December 2012

Assisted the Chief Laboratory Technician with preparation of laboratory experiments for daily lab sessions. Undertook general office duties, including filing, answering phone and dealing with enquiries from students in the Departmental office.The work involved a high level of responsibility, attention to detail, record keeping and co-operation with other staff members in the Department.

**TRAINING**

SAP by Design Training

Accounts IQ Training

ECDL- Microsoft Word, Excel, PowerPoint

Legal Evolve- Documatics

**ACHIEVEMENTS**

**University College Dublin Volunteers Overseas**

Following a competitive process I was selected to take part in University College Dublin Volunteers Overseas yearlong program which involved a series of fund raising events, global development training, team building and cumulated in a 4 week placement in summer 2017. I travelled to the rural village of Ruaha in central Tanzania where I worked closely with a local community and group of 20 other volunteers to teach basic computer skills, in Word, PowerPoint and Excel, using the computer rooms we funded. We also thought English classes to both teachers, local business people and to children in the local schools. We ran summer camps daily for the local school kids and awareness campaigns.

During this time, I feel I changed a great deal, gaining a lot of insight and experience that will stand to

me for life. It was the most intense teamwork environment I have yet to be involved in and I feel I took on a significant leadership role, especially when it came to the computer classes. I gained organizational skills, interpersonal skills and the ability to adapt to changing environments. Most of all, this experienced ignited a passion for volunteering and travel which I intend to continue. I continue to be an active member of the UCDVO student society, attending coffee mornings to speak to current volunteers, taking part the Rás 5km event and in the organization of the forthcoming VO fund raising day.

**PwC First Year Insight Day**

I applied for and was successful in participating in the PwC Insight Day in my first year of college. This initiative is aimed at students with the potential to follow a career with PwC. A group of 25 students from UCD and Trinity were selected based our applications and GPA. This gave me an opportunity to visit PwC Head Office, meet Senior Partners and staff and discuss how my Degree would benefit me if I were to pursue a career in the Business/Law sector.

**Gaisce Presidents Award – Bronze Medal**

Presented with this award for personal achievement in the areas of physical recreation, community involvement, personal skill and adventure project. Involved completing weekly diaries, a first aid course and a 25km hike over two days.

**INTERESTS**

I have always had an interest in sport, playing Gaelic football with my local GAA club up to senior level. I am a member of a tag rugby team in UCD and we are reigning champions of the annual B&L Day Charity tournament. Surfing is also a summer hobby of mine. I have a great interest in music and play the classical flute, attaining my Grade 6 exam with the Royal Irish Academy of Music. I was a member of the prestigious St. Mary’s Brass and Reed Band in Maynooth from 2009-2014, progressing from Junior Band to Senior Band and taking part in many competitions and events all over the country, including The National Band Championships held in the Helix.

**REFERENCES**

Ms. Karen Dempsey Mr. Paul Ward

HR Manager Associate Dean

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Dublin 7

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Email: paul.ward@ucd.ie

Ms. Ria Collery Walsh Ms. Lisa Burke/ Ms. Margaret Lynch

Senior Technician Manager

Chemistry Department Heatons Department Store

Maynooth University Carton Park

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