

Seána Carty

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EDUCATION & TRAINING

2009-2015: Mount Sackville Secondary School, Leaving Certificate (*535pts, all honours*)

2015- Present University College Dublin, BCL Law with Politics

Current GPA: 3.5 (2:1)

Academic Achievements:

Advantage Award, UCD

Silver Gaisce Medal.

Senior English Award Winner 2015, Mount Sackville.

Junior Science Award Winner 2013, Mount Sackville.

Publication: "Petrichor," 2014, RTE & Puffin Children's Short Stories.

UNIVERSITY LEGAL EXPERIENCE

University College Dublin Student Legal Service Publication

Editor

I edit the constitutional section of the publication which aims to discuss law reform in its 2018/2019 edition. I set deadlines for submission for contributors. I then review and comment on articles accordingly. I offer academic and writing support for each contributor and meet regularly with each individual to ensure they are on track with their submissions.

Contributor

Contributing to the publication has helped me hone my research and writing skills. The role demands concise and quality written submission and submissions are to be made in a punctual manner.

University College Dublin, Student Legal Clinic, 2015-Present

Volunteer

Students can avail of free legal aid when they attend the legal clinic. I offer consultations of areas such as Consumer law, Employment law and Landlord Tenant Law.

National Moot Court, Irish Criminal Courts of Justice 2017

Before the competition, I drafted memorials with my teammates for both the applicant and the respondent. The day of the competition consisted of advocating for both parties at various stages before the court. We achieved a place in the quarter finals.

McCann Fitzgerald Negotiation Competition 2017/2018, 2018/2019

Each round consisted of a different type of negotiation ranging from divorce settlements to endorsement deals. My teammate and I adopted a collaborative approach in our negotiation style to ensure the best possible solution for both parties.

CAREER HISTORY

Senior Residential Assistant, University College Dublin.

Aug 2018-Present

- Promoted from Residential Assistant role (Aug 2017-2018).
- Manages UCD Residences accommodating 3168 students during out of office hours.
- Liaises with Duty Managers from UCD Estates Services for nightly reporting and in cases of emergency.
- First point of contact for residences in event of emergency.
- Trained to respond to First Aid, Mental Health & Suicide, Fire emergencies.
- Mediates disputes between residents.

Document Controller, JJ Rhatigan & Co.

Jun 2017- 2018

- *Trinity Business School Project (€52 million project)*
 - Worked closely with Project Manager.
 - Managed information flow from Client, Architects, Engineers and Sub-Contractors.
 - Ensured up-to-date drawing management system.
 - Carried out internal audits.
 - Managed technical submittals, registers and RFI schedules.
 - Assisted in the administration of Building Control Amendment Regulations (BCAR) requirements.
 - Trained new staff on company systems
- *UCD Student Residences Masterplan Phase 1 (€100 million project)*
 - Assisted the set-up of the information management system

Sales Advisor, Whistles, Brown Thomas

Sept 2016- May 2017

- Regularly met weekly and monthly sales targets.
- Acted as a Brand Ambassador.
- Developed a regular clients list and fostered client loyalty to the brand.
- Managed KPI reporting and assisted with Visual Merchandising.
- Attended conference calls with Whistles head office.
- Managed stock inflows.

Front of House, Radisson Blu Royal Hotel (4*)

Sept 2015- 2016

- Handled reservation management for hotel which was regularly at full occupancy.
- Acted as the face of the hotel when checking guests in and out and dealing with complaints
- Managed amenities lists and turndown lists for housekeeping.
- Upsold rooms from standard to business, business to suite.
- Handled information flow for the entire hotel- answered and directed phone calls, emails.

ACHIEVEMENTS

Radisson Blu: Monthly Upsell Winner March 2016.

UCD Residences: Developed a more comprehensive training plan for Residential Assistants

JJ Rhatigan: Regularly scored distinctions in External Audit

IT SKILLS, LANGUAGES & CERTIFICATIONS

- IT Skills: Wordpress, Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer. Opera RS, BIM Docs, Workspace, A-site.
- Languages:
 - Irish (*conversational*)
 - French (*conversational*)
- Qualifications:

- Mediation & Dispute Resolution
- First Aid Responder
- Assist (Suicide Prevention & Response)
- Full clean Drivers Licence
- Padi Open Water Scuba Diver Certification
- Irish Hockey Association, Level 2 Coaching Qualification

INTERESTS

In my spare time I enjoy a range of different sports such as athletics, hockey, surfing and scuba diving. Throughout my education I have always played hockey competitively at Leinster Division 1 standard. It has taught me the importance of teamwork and discipline.

As well as taking part in sport, I enjoy volunteering. For the past year I have been working as a Sustainable Development Goals Advocate promoting the Global Goals. I was even fortunate enough to travel to Dar Es Salaam in Tanzania to provide workshops for other SDG Advocates from all over Tanzania.

References available on request