

# Curriculum Vitae ( C.V )

Seán Dineen

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June - September 2022, **Apollo Language Centre**, Sutton Park School, St Fintan's Road, Sutton, Dublin 13  
**Office Manager (June, July, August)**

Was involved in a highly operative, coordinated and committed team in providing a fun yet educational language centre for hundreds of international students from a multitude of nations.

### Key Duties:

- Completed Daily tasks which ensured the smooth running of the Language Centre, which involved delegating teachers and team members to either teach/supervise activities.
- Operated in liaison with external travel agencies, such as bus and taxi companies, in order to organise essential travel for students on both tour days and airport arrivals/departures.
- Communicated with host families daily, in an attempt to ensure the comfortability of all students, and to ensure living conditions were maintained at the appropriate standard.

### Main skills gained at Apollo Language Centre:

- Continued to develop my already excellent communication skills, by contacting host families, travel agencies and occasionally students parents from other European Countries.
- Excellent problem solving skills, maintaining my solution orientated approach to each task.
- Competent and cohesive use of Microsoft Excel, as well as the capability to print and organise necessary documents and certificates for graduating students.

June - September 2019 and 2021. **Bank of Ireland**, Howth Road, Clontarf East, Killester, Dublin 3.

**Welcome Advisor in Branch** (June, July, August, September)

Participated in a motivated, efficient and organised team of staff to deliver quality service to all customers.

### Key Duties:

- Welcomed all customers in branch and answered every initial query, directing them to a fellow colleague most suited to their needs / creating a friendly and inviting environment.
- Participated in daily conference calls with leading officials in the company, including CEO Ms Francesca McDonagh, and positively communicating with management, branch managers and team leaders.
- Heavily involved in the operation of 5 ATM machines, including start/end of day procedure regarding cash counting.
- Rotated between several branches when required to do so, including the Raheny Branch, DCU/Glasnevin Branch and Sutton Branch.

### Main skills gained in Bank of Ireland:

- Good decision making
- Excellent problem solving/ customer assistance under pressure
- Ability to continuously multitask for prolonged periods
- Clear and concise communication skills
- Competent use of Microsoft applications and Excel.

February 2019-March 2019: **Leinster Squash**, Observatory Lane, Rathmines, Dublin 6.  
**Leinster Junior Squash Coach for Interprovincial Tournament** (February, March)  
Coached the provinces leading Squash athletes in Under 13's, 15's and 17's competition.

Key Duties:

- Creating coaching drills / creating coaching rosters / supervised coaching daily and supervised athletes off court / co-ordinated activities for multiple age groups / briefing the participants about the tournament schedule for the weekend / safety management / creating a fun and enjoyable environment for all athletes / communicating with other coaches and leaders from other provinces.

March 14th-21st 2016: **TUSLA Legal Department**, Heuston South Quarter, St John's Rd W, Kilmainham, Dublin.

**Work experience-** Shadowed leading lawyers for a large organisation, including visiting the courts to view cases.

Key duties:

- Studied files which involved past cases, the facts of the cases and the judgments delivered
- Visited the Four Courts, assisting a highly qualified barrister from the firm in the organisation of files for the case
- Reviewed videos of hearings in the courtroom, to enhance my knowledge of how proceedings functioned.

Main skills gained:

- Introduction to client confidentiality and child duty of care
- Enhanced my comprehension of attention to detail
- Organisational skills
- Teamwork skills
- A continuing thirst for knowledge

February 29th- 4th 2016: **DHKN Limited, Chartered Accountants**, Taney Hall, Eglinton Terrace, Drumcondra, Dublin 14.

**Work experience-** participated in a variety of activities designed to simulate an accountants work

Key duties:

- Introduction to auditing - balance sheet and systems
- Creation of multiple spreadsheets using Excel to organise accounts for leading accountants in the office
- Filing a large magnitude of copies and folders essential to the office's operation in an effective and logical manner
- Contacting and emailing several clients of the firm to arrange meeting times in the office.

Main skills gained:

- Communication with colleagues and clients
- Organisational skills
- Efficient use of Microsoft applications, including Excel.
- Accurate submission and filing of important legal documents both for the revenue commissioners and the companies office.