**Shani Stallard**

Danville House,

Kilkenny

Phone: 0868075014

Email: shanistallard@gmail.com

**Education:**

**University College Dublin, 2012-Present**

* Bachelor of Arts in English and History
* Diploma in Sports Management

**Work Experience:**

* Have worked as a temporary administrator and receptionist for Wallace Myers International and Chandler McLeod (formally Julia Ross) in 2014. I worked in many large businesses in Dublin in a variety of sectors such as property, engineering, advertising and more. These positions involved meeting clients, operating switchboards, and phone and email operations. Also setting up meetings, meeting rooms, caterers, taxis and couriers, as well as general clerical work such as posting and franking.
* Have had work experience as a housekeeping assistant in a large hotel chain.
* Have had work experience in a veterinary clinic, assisting the veterinary surgeon with his duties.
* Have had work experience in a solicitor’s office, completing clerical and secretarial duties.
* Have worked in the family tourism business for years as a receptionist.
* Have worked in animal boarding kennels caring for animals.

**Skills:**

I am an outgoing and friendly person who is hard working and gives one hundred per cent in every task that I do. I am very determined and diligent and am able to both follow instruction and take initiative in all situations. I am a people person and enjoy meeting and talking to new people.

**Additional Information:**

* International Swimmer – Member of various Irish Record Holding Teams
* Have represented Ireland at many international events –World University Games, European Senior and World Junior Championships.
* Currently treasurer for UCD Swimming Club 2013 - 2016.
* Write for the UCD College Tribune newspaper.
* Was awarded the Junior Cycle History award in 2009.
* Member of the school student council in 2006.
* Captain of school volleyball team in 2007.
* Member of All- Ireland basketball team in 2007.
* Member of various other sports teams such as athletics and equestrian.

**References:**

* Earl McCarthy, Head Coach of UCD Swim Team and Lecturer in UCD, 0860888439, earl.mccarthy@ucd.ie
* George Petrakos, Head of Strength and Conditioning UCD, 0834150988, george.petrakos@ucd.ie