Ms. Shauna Burke

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## Objectives

## I would like to gain first hand experience working in a law firm such as ByrneWallace and to be able to put my legal knowledge into practice. I am eager to participate in the operations of a fast paced firm such as your own.

## Education and Qualifications

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| **University:**  (2014 – Present) | Bachelor of Business and Law, University College Dublin  Currently a 3rd year student with a GPA of 3.33 (Honours 2:1)  Results (Stage One): **GPA of 3.25/4:20 (2:1 Honours)**   * Business in Society: B- - General Introduction to Legal Studies: B+ * Data Analysis: C+ - Contract (Formation): A- * Maths for Business: A- - Contract (Vitiating factors and Remedies): B+ * ICT in Business: A- - Law and Legislation: B- * Business Economics: B+ - Constitutional (Frameworks): C+ * Inside Organisations: C+ - Constitutional (Rights): C+   Results (Stage Two): **GPA of 3.33/4:20 (2:1 Honours)**   * Management Thought: B - Criminal (Liability): B- * People at Work: B- - Criminal (Offences and Defences): A- * Principles of Finance: A- - EU (Constitutional Law): B- * Marketing: B+ - EU (Economic Law): B * Business Analytics: D+ - Negligence and Related Matters: A- * Financial Accounting 1: D+ - Nominate Torts: A- |
| **Secondary School:**  (2009 – 2014) | Holy Faith Secondary School, Clontarf  Graduated in 2014 with a total of **515 points**  Results (Leaving Certificate):   * Business: A2 * Biology: A2 * English: B1 * History: B1 * Irish: C1 * French: C1 * Maths: D1 |

## Work Experience

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| **09/2016 – Date** | **SALES TEAM LEADER**  **Lifestyle Sports, Arnotts** |

* Hand selected as part of a small team to partake in the opening of the new flagship store
* Gained extensive product knowledge within the first month
* Responsible for the management of team members, visual merchandising, till management

## Work Experience Continued

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| **05/2016 – 08/2016** | **CUSTOMER SERVICE REPRESENTATIVE**  **Big Bus, Chicago** |

* Lead sales representative at Chicago’s main tourist attraction (Navy Pier)

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| **10/2012 – 05/2016** | **SALES ASSISTANT**  **Next Retail Ltd., Jervis Street** |

* Joined Next as a basic sales assistant but very quickly moved to a higher level by developing key skills
* Targeted to achieve knowledge of merchandising, achieved within 4 months
* Targeted to learn about the sales process, achieved within 1 month
* Selected by Senior Management as a small hand picked group of staff to manage the returns process
* Gained invaluable communication and customer service skills

## Skills

* Confident presenter with experience speaking in front of a range of audiences
* Strong administration skills with lots of experience in business report writing and diary management
* Organised, efficient work ethic with a strong emphasis on time management
* Team player but capable of using own initiative and working alone

## Interests and Achievements

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| *Achievements include:*   * Awarded Business Student of the Year in Holy Faith Clontarf 2014 * Ballet:   + Commenced ballet at the age of 5   + Achieved 5 distinctions and 3 merits in various exams   + Now teaching ballet on a part time basis one day per week * Participated in volunteer programmed in the Central Remedial Clinic, Clontarf which involved the following:   + Training and induction   + Supervised interaction with CRC pupils   + Was assigned a specific student to form a friendship with and interact with on a weekly basis in order to support the pupils learning   *Interests include:*   * Ballet * Reading * Travelling * Current affairs  Referee’s **Next Retail Ltd.** Darren Leavy, Store Manager  (Work Experience) 01 871 8006  **Holy Faith Clontarf** Ms. Deirdre Gogarty, Principal  (Academic) 01 833 1507 |