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-
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| **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
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## 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 |