Ms. Shauna Burke

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## Education and Qualifications

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| **University:**  (2014 – Present) | Bachelor of Business and Law, University College Dublin  Currently a final year student with a GPA of 3.22 (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 & Remedies): B + | | ICT in Business: A- | Law and Legislations: 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 Defenses): 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- |   Results (Stage Three): **GPA of 3.22/4:20 (2:1 Honours)**   |  |  | | --- | --- | | Financial Accounting 2: C- | Company Law 1: B+ | | Business Strategy: C+ | Company Law 2: B+ | | Strategic Marketing: B- | Property Law 1: C+ | | Management Accounting: C- | Property Law 2: B | | Global Business: B- | Matrimonial Law: B+ | | Global Op’s and SCM: A | Jurisprudence: C+ | |
| **Secondary School:**  (2009 – 2014) | Holy Faith Secondary School, Clontarf  Graduated in 2014 with a total of **515 points** |

## Work Experience

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

* Hand selected as part of a small team to partake in the opening of the new flagship store
* Promoted from Team Member to Sales Team Leader within two months
* Responsible for the management of team members, visual merchandising, till management and social media account
* Received and organised the delivery of large quantities of stock onto the shop floor
* Addressed customer complaints and queries and assisted customers in finding what they were looking for

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| **05/2017 – 06/2017** | **LEGAL INTERN (Health Services)**  **ByrneWallace, Harcourt St, Dublin** |

* Attended the District Court weekly, taking notes in court and typing and filing them on my return to the office
* Delivered official documents by hand to clients and other law firms
* Participated in an extensive training schedule which covered the fundamentals of working in a law firm
* Joined client meetings where I observed real legal issues
* Exposed to highly confidential and upsetting cases, but remained professional at all times
* Worked closely with Fiona Woods, Sinead Kearney, Eltin Ryle and Diego Gallagher on various cases

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| **07/2017 – 08/2017** | **ADVISORY INTERN (Restructuring)**  **KPMG, Stokes Place, Dublin** |

* Assisted the Associate Director with project work including confidential liquidation cases
* Involved in closing cases and finalising missing payments
* Joined weekly team meetings where the project plan for the next week was set out, was tasked with taking the minutes of the meeting

Also previously have worked in Next, Eddie Rockets and Sam’s Cookies.

## 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
* Flexible and able to adapt to any new working or learning environment ranging from college, a new workplace or a new country

## Interests and Achievements

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| * 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 programme 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 * Elected as Career Prefect while in school, taking on roles of responsibility and leadership  Referee’s **Lifestyle Sports** Cathy O’Reilly, Store Manager  (Work Experience) (01) 804 5821  store98@lifestylesports.ie  **University College Dublin** Mr. James McDermott, Lecturer  (Academic) (01) 716 4139  james.mcdermott@ucd.ie |
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