SHAUNA MULRY

 Gallowstown, Co. Roscommon

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Education

2012-2016 BCL Law, Dublin City University Grade to Date: 2.1

2006-2012 Scoil Mhuire Gan Smál, Roscommon Points: 445

Work Experience

July– Sept 2015 FX Markets Intern Citibank, 1 North Wall Quay, Dublin 1

* Conducted daily reports on foreign exchange and market news for senior management.
* Researched market trends for both my team and our corporate clients, providing relevant data and reports where necessary.
* Took notional positions, which I constructed a portfolio based on my analysis of market trends, making a positive return.

Key Skills: Teamwork, ability to work in a high-pressure environment, strong work ethic and pursuit of challenging work.

July 2014 Summer Intern Kilrane O’ Callaghan & Co, Roscommon

* General Office Administration duties, imputing data, telephone duties, post, faxing and filing.
* Understanding and adhering to client confidentiality and data protection procedures.
* Preparing for court by reading through case files, prioritising more urgent files and documents.
* Supporting the legal staff by taking brief on cases in court.

Key Skills: Microsoft suite, general office administration, introduction to law and general practices and adhering to client confidentiality.

Sept 2011 – Present Restaurant Assistant Peppermill Restaurant, Golf Links Road Roscommon

* Dealing with customers each day by taking orders and serving food.
* Using the till and handling cash, ensuring the cash float was correct each evening.
* Preparing various food stations each morning.
* Taking order of stock used and preparing the upcoming stock order.
* Dependent on what shift I am working, from time to time I have the responsibility of opening and closing the restaurant.
* I have to be professional and pleasant to customers at all times, ensuring I am giving them the best service.

Key Skills: Customer service, cash management, stocktaking, time-management, working off initiative and communication skills.

May 2013- Sept 2013: Customer Care/Maintenance Suffolk Country Parks, Montauk, New York

* Meeting and welcoming guests renting space on the beach area, taking payments from these guests and banking any cash payments.
* Daily Beach Patrol to ensure all guests were adhering to beach rules and safety regulations.
* General maintenance duties around the area, ensuring high standards of appearance were maintained for our paying guests.
* Developed my independence and resilience, this was my first time live independently in another Country.

Key Skills: Adaptability, Cash Management, Customer Service, teamwork, organization and preparation of the park.

Volunteer & Community Involvement

* 1. Class Representative DCU Students’ Union
* Represented 80 plus students from my class at Student Council and on the Campus Life Working Group.
* Highlighted issues of concern for my class and liaising with lecturers and tutors on their behalf.
* Organised class nights out and events to better improve relationships within the class.

Key Skills: Leadership, Debate, teamwork, organizational.

* 1. Volunteer Ballymun Initiative for Third level Education
* Each week I volunteered to teach leaving certificate students in a disadvantaged school subjects such as Irish and History.
* This required that I was committed and dependable as the students relied on my attendance each week to keep up to date with their study.

Key Skills: Leadership, commitment, working off initiative, organizational, communication.

2010, 2011 Camp Leader Colaiste Na bhFiann

* I ran an Irish club for younger children once a week in my local school, and was also a camp leader during the summer for a number of years.
* As a leader in the summer camps, I had a number of important responsibilities including teaching younger teenagers how to progress their language skills as well as ensuring the safety of my students at all times.

Key Skills: Leadership, excellent communication, delegation and organizational skills, as well as responsibility and accountability

Skills & Achievements

* Nominated Student of the year 2011 based on my outstanding contribution to the school community and positive attitude during my penultimate year in secondary school
* Awarded the Bronze medal in the President’s An Gaisce Awards
* Minor footballer of the year award 2011.
* Microsoft Office proficient
* Basic French, fluent Irish

References

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