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|  | **Sinéad Cullen** |  |

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| 14 St. Patrick’s Terrace,  Russell Street,  Dublin 1,  Ireland | sinead.m.cullen@gmail.com  00 353 85 1528755 | |
| **Personal Profile** | | |

I am an enthusiastic, hard-working and motivated student and employee, who relishes a busy schedule and being challenged. While studying for my Postgraduate Diploma in Law part-time, I gained valuable corporate experience through my full-time position as Public Affairs Analyst in Citi Ireland. I learnt how to adapt to new people and cultures in demanding and challenging settings through my work, study and travels in Europe, South East Asia and America. This international experience was put to good use while on secondment in Citi London and when working with multinational colleagues from across [EMEA](http://www.citigroup.com/citi/about/countrypresence/emea.html?mobile=ipad&utm_campaign=CTC_iPad) and the United States. The knowledge and skills learnt at Citi will serve me well as I move towards the legal sector in my search for graduate opportunities. I am dependable and a quick learner, who can be relied upon to always have a smile on her face, to strive for the best result for clients and to act with integrity and honesty.

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| **Education** |

**2017 – FE-1 Exams**

* Sat FE-1 Exams in Tort, Constitutional, Criminal and Property Law in October 2017.

**2015 – 2017 Level 9** [**Postgraduate Diploma in Law**](https://www.dit.ie/catalogue/Programmes/Details/DT547?tab=Overview) **in Dublin Institute of Technology**

* Distinction overall.
* Subjects: Torts (First), Constitutional (First), Criminal (First), Property (2.1), Equity (First), Core Legal Skills (First).
* Balancing studying part-time and working full-time in a large multinational company.

**2011 – 2015 Level 8 Bachelor’s Degree in** [**Two Subject Moderatorship**](https://www.tcd.ie/TSM/) **(French and Classical Civilisations) in Trinity College Dublin**

* 2.1 overall; first in Senior Sophister Year dissertation.
* First in Class in Junior Freshman Year in Classical Civilisations.
* Erasmus Year in Université Michel de Montaigne Bordeaux 3.

**2005 – 2011 Secondary School in St. Mary’s College Naas, Co. Kildare**

* Leaving Certificate – 535 points, top 4.8% in country, Academic Achievement Award.

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| **Work Experience** |

**06/2015 – Present Citi Ireland, Dublin and London – Public Affairs Analyst**

Immediately following my undergraduate degree, I entered a three-month internship in the Transfer Agency, to get a greater understanding of the backend processes and compliance measures in a large financial corporation.

During the three month internship, on my own initiative, I introduced Summer Interns’ Charity Fundraiser, bringing together the team of over 25 Interns from across the site and acting as project lead for Citi’s Charity of the Quarter fundraiser.

On the foot of this I was offered a full-time role as Public Affairs Analyst, reporting into the EMEA Corporate Affairs team in Citi London, with a focus on internal communications and corporate social responsibility. I am proud of what I have accomplished over my two years in Citi, particularly hitting our fundraising target of €80,000 solely through employee fundraising and the streamlining and redesign of internal communications channels.

* Corporate Social Responsibility:
  + Responsible for relationship between Citi Ireland and Temple Street Children’s Hospital, Citi’s Charity Partner of the Year 2016/2017. Raised over €50,000 in 2016, including €15,000 in one day for Temple Street Day. Built on this in 2017, reaching our fundraising target of €80,000 within first six months of 2017 and raising €16,500 in one day for Temple Street Day.
  + Held position of Secretary for the Community Affairs Group, responsible for minuting meetings, setting the agenda, processing applications for funding and processing annual donations to Citi’s Charity Partners.
  + Oversaw the recruitment and training of over 70 volunteers for Junior Achievement and Time to Read programmes and Career Ready mentorship scheme.
  + Organised the six-week Citi Ireland Career Ready Placement Programme for 14 secondary school students on internships.
* Internal Communications:
  + Selected for two-week mobility programme in Citi EMEA Headquarters in Canary Wharf within one year of joining Citi to work with Internal Communications team.
  + Edited and published regional newsletter for EMEA with a reach of 35,000 people and weekly Ireland newsletter with a readership of 2,500 employees.
  + Tasked with responsibility of Western Europe Internal Communications Cluster Head, working with international colleagues on communications agenda for Citibank Europe.
* Events:
  + Supported the successful running of the Citigroup’s Board of Directors’ visit to Citi Ireland in October 2016 with a multinational team.
  + Organised over 15 internal and external events for Citi Ireland.

**09/2011 – 05/2015 Various, Boston; Bordeaux; Naas, Co. Kildare**

Throughout university, to help support myself, I worked in several part-time jobs in bars, restaurants and cafés in Naas and while on Erasmus in France and during my J1 in Boston. This allowed me to step outside my comfort zone and international experience honed my natural adaptability; from working in teams of different ages, languages and nationalities; to serving clients comfortably in my second language.

Consistently earned positions of responsibility with cash and opening and closing the premises quickly upon joining a new employment. Gained valuable time management skills when balancing my part-time work with my studies and extra-curricular activities.

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| **Skills, Achievements, Interests** |

**Skills and Achievements**

* Fluent in English and French. Attending French Language Intensive Course in Montpellier in October 2017.
* Certificate in Effective Communications (95%), Leinster School of Music and Drama.
* Second place in All-Ireland Certificate of Excellence Competition in Speech and Drama.
* Awarded Honours in Ballet Dancing Grade 6 (90%, just 5% under highest national award).
* Voted Honourary President of TCD Trampoline Club 2015/2016.
* Member of the organising committee for the [Irish Student Trampoline Open](http://isto.ie/#/) 2016.
* Awarded Volunteer of the Year in St. Vincent de Paul Society in TCD in 2015.
* TSM Course Convenor 2014/2015 and TSM French Class Representative 2013/2014, representing TCD Student’s Union in the [National Congress 2014](http://usi.ie/).
* Wrote a monthly column in The Leinster Leader, while studying for the Leaving Certificate.
* Wrote a 51,000 word novel as part of [National Novel Writing Month](http://nanowrimo.org/) 2009.

**Interests**

* Gymnastics Ireland Level 1 Trampoline Coach, training twice a week with TCD Trampoline Club.
* Member of Citi Tag Rugby team, participating in Summer and Autumn Leagues.
* Member of HHH Running Club, training once a week.
* Weekly ballet classes from the age of three to twenty.
* Volunteered with the Art Club in the St. Vincent de Paul Society in TCD and Naas.
* Travelled to Vietnam, Thailand and Singapore in 2016. In December 2017, will travel to Bali and the Gili Islands.

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| **References** |

References available on request.