**Sinéad Slattery**

**Mobile: 087 955 8227 | email: sineadsslattery@gmail.com**

Currently studying English and German at University College Dublin. My studies in English inspired me to take on the position of Features Editor for The College Tribune which has helped me develop my research, writing and presentation abilities. I moved to Berlin in 2014 to immerse myself in the German language obtaining an advanced level. I successfully completed a German language course in the world’s number one German Language Institution, The Goethe-Institut. I am a motivated and hardworking team player eager to begin a career in law.

**Work Experience**

*Features Editor,* **The College Tribune** July 2015 - Present

* Writing personal articles as well as editing articles for up to 30 writers. This involves fact-checking, grammar corrections and ensuring that a consistent style is maintained across the entire features section.
* Compiling and delegating article topics to the writing staff.
* Promoting The College Tribune brand through traditional and online marketing.

*Homebase,* **Sales Assistant** March 2015 - September 2015

* Gained extensive product knowledge in order to ensure I can assist and advise customers to the best of my ability.
* Trusted with the responsibility of handling large quantities of cash from a very early stage in this position.
* Responsible for re-distribution of stock to optimise the customer experience.
* Experience in cross-selling product insurance. Regularly exceeded my weekly product insurance targets.
* Exceeded my customer satisfaction targets based on customer survey feedback.

*Meadows and Byrne,* **Sales Assistant**April 2013 - October 2014

* Experience in cash handling and ensuring that money is locked up and deposited each evening.
* Tasked with organising and receiving stock deliveries.
* Organisational skills required for cleaning and organising the stock room as well as monitoring on the floor distribution.
* Conducted the training programme for new staff members.
* Excellent communication skills obtained through handling customer queries both face to face and over-the-phone with professionalism.
* Sales Experience in up-selling a diverse range of goods.

*German Language Tutoring* Full School Year 2014

* Gained entrepreneurial experience through establishing a tutoring network of secondary school students.
* Planned and created worksheets and exam questions for each student based on their needs and ability.
* Conducted practise exams in exam conditions.

**Education**

*University College Dublin* September 2012 – May 2016

**BA English and German**

* Through studying English, I have perfected my written and spoken communication through research projects, presentations and debates.
* Currently at B2 level on The Common European Framework of Reference for Languages.
* Completed modules in French, Italian, Spanish, Cognitive Science and Creative Writing while in UCD.
* Personally organised to move to Berlin, Germany and study in the Goethe-Institut outside of UCD in order to improve my language skills.
* Successfully completed Goethe-Institut course while taking exams and conducting presentations completely through German. Working on achieving fluency.

**Skills**

* Excellent research and analysis skills.
* People Management and delegation abilities.
* Natural Interpersonal skills.
* Experience in working to deadlines and managing time effectively.
* Excellent negotiation and problem solving skills.
* Proficient computer skills.

**Extra-curricular Activities & Achievements**

* Short Story selected for publication in UCD’s Literary Magazine 2013 and Reader’s Digest website.
* Received the St. Louis High School Creative Writing Award 2012.
* Elected onto St. Louis High School Student Representative Council by my peers 2011-2012.
* St. Louis High School Short Story Competition Winner 2011.

**Excellent References Available Upon Request**