**Sinéad Ryan Curriculum Vitae**

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**EDUCATION**

**2016 - 2020 BBL (Honors) Bachelor of Business and Law** (NFQ Level 8)

**University College Dublin**

Stage 4 GPA : Currently studying

Stage 3 GPA : 3.35

**Relevant Modules:**

* **Law :** Contract Formation, Contract Vitiating Factors and Remedies, Constitutional Law, Criminal Liability, Criminal Offences and Defenses, Negligence and Related Matters, Nominate Torts, EU Constitutional, EU Economic, Property, Company, Matrimonial and Family Law.
* Currently studying: Banking, Insolvency, Revenue, Employment, Planning and Environmental Law.
* **Business:** Math’s for Business, Data Analytics, Inside Organization, Business Economics, ICT in Business, Business Economics, Principles of Finance, Information Management, Marketing, eMarketing and Social Networking, Financial Accounting 1 and 2, Management Accounting, Business Strategy, Global Business, Global Operations/Supply Chain Management, HRM, People at Work.

**June 2016 Leaving Certificate** at Glenamaddy Community School.

**525 CAO Points**

**WORK EXPERIENCE**

**September 2018 – Present McCabe’s Pharmacy,** Dundrum Town Centre.

**OTC Sales Assistant & Healthcare Advisor**

* Maintain the highest standards of customer service while seeking solutions to patients needs by advising them on the suitable products in a professional manner.
* Completed necessary healthcare training that is required to advice and complete health checks.

**July 2019 Rockcourt Financial Services,** 6-9 Trinity Street, D2

**Financial Services Intern**

* Enhanced my awareness into all aspects of the financial services industry for both personal and business clients in areas of Wealth Management, Financial Planning, Business Advice, Assurance and Investment Advice - I developed a client-centric mindset, vital for consultancy.
* Experienced the office administration systems, dealt with general client queries on a daily basics.

**June 2019 AMOSS Solicitors**, Warrington House, Mount street crescent, D2

**Banking and Financial Services Legal Intern**

* Contributed towards my commercial awareness in the areas of Banking and Commercial Property.
* Presented my chosen project “Receivership’s in Ireland & Pre Enforcement Due Diligence” to the Partners of firm.
* Attended regular client meetings, took notes and carried out tasks like searches after the meetings.
* Researched recent legal issues and drafted articles for the AMOSS website.
* Experienced the procedure and skills required in managing cases: prioritization, time management, professionalism , attention to detail, critical thinking.
* Drafted letters to third parties, emails, lease/side agreements, advice reports.
* Prepared deeds, stamp duty procedure and the registration of deeds with PRA.

**May 2017 – Present Polling Clerk at General Elections and Referendums.**

* Assisting the Presiding Officer in the conduct of ballot in the polling station while displaying attention to detail adhering to rules and regulations.

**June 2018 – August 2018 SF kite Store and Cup of Love Café**, Pier 41, San Francisco.

**Sales Associate & Barista.**

* Operating the cash register, responsible for close of day cash flow.
* Key holder responsible for opening and closing the store.
* Preparing and serving a variety of coffee drinks and snacks to a footfall of 300+ customer per shift while adhering to food safety standards.

**June 2015 – May 2018 Heneghan’s Super Valu,** Glenamaddy.

**Cashier & Shop Floor Assistant.**

* Greeting customers, operating the cash register, resolving common complaints and refunds.
* Making sure customers get the best shopping experience by providing a quality service, care and friendliness.
* Contributed to the training in of new staff in cash register and closing up procedures.

**June 2014 – May 2018 Caroline Mannion’s Bar**.

**Bartender.**

* Serving a wide variety of drinks, delivering exceptional customer service in a demanding fast working environment at music events and special occasions.

**May 2015 Byrne Wallace Law Firm,** 88 Harcourt Street, Dublin 2.

**Work Experience for Links Module Leaving Certificate subject.**

* Work shadowed solicitors, conducted legal research, assisted with the preparation and file management of cases.
* Court attendance to the Family Court Dolphin House.
* Filed documents in the Central Office of the High Court.

**SKILLS**

* **IT skills:** Proven ability and highly efficient in Excel, Microsoft Word, PowerPoint and Keyhouse case management system.
* **Interpersonal skills:** Developed the ability to work efficiently and effective as

part of a team through my work experience and work in numerous team projects in college.

* **Communication skills:** Outstanding written and oral skills developed through liaising with customers at work, writing essays, valuable Internship experiences and presentations delivered.
* **Determined:** Participation in local 5k runs and obstacle events like “Tough Mudder”.

**Extra-Curricular Activities and Achievements:**

* **Awarded UCD CDC Certificate in Skills for Working Life** 2019, 8 week programme featuring various career related topics.
* Participation in **The ESB Design Challenge 2018** in a group consisting of 3 third year engineering students, designed and delivered a presentation that demonstrated our innovative idea under immense time pressure.
* Member of **SLS (Student Legal Services)**, Successfully completed the **Legal Training** 2019 and 2018 , eligible to give legal advice to students on legal issues at weekly clinics in UCD.
* Won the **Microsoft e Marketing Project award in UCD 2018**
* Appointed **“Prefect”** in my Secondary school and I served as a member on the **Student**

**Council’s Committee** for 3 years.

* Awarded **NUIG Business studies award for High achievement** in 2014.
* Awarded **“Student of the Year”** class of 2011.
* **Charity and Community Volunteering:** Teaching the elderly basic computer skills for 6 weeksin my local **Dóchas Day Care Center**, volunteered with **Western Alzheimer’s** to raise funds for patients by doing hikes and hosting fundraising events.

**Interest and Hobbies:**

* **Irish Dancing:** Competed at National level in Irish Dancing competitions for 12 years with **An Coimisiun Le Rince Gaelacha**, attended **O’Neill Geraghty School of Dance** and **The Ryan School of Dance.**
* **Gaelic Football:** Achieved numerous league and championship titles with Glenamaddy

Ladies football club, played with the Galway County U14 team for 1 year and with my school teams for 5 years.

* **Basketball:** Participation with UCD Basketball team in 2017 and for 5 years with Glenamaddy Community School Basketball junior and senior teams.
* **Music:** Awarded piano exams up to Grade 4 and played guitar for my local folk choir at local mass.
* **Glenamaddy Musical Society**: Leading character in productions of “South Pacific” & “My Fair Lady.

**Referees**

**Mr. Matt Glowatz:**  UCD Lecturer: e Marketing and Social Networking Module.

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**Mr. Liam Mannion** Director at Rockcourt Financial Services.

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