**Sinéad Ryan**

1 Farmhill Drive, Goatstown, Dublin 14

087 6991469

ryan.sinead123@gmail.com

[www.linkedin.com/in/sinead9876](http://www.linkedin.com/in/sinead9876)

I am a fourth year Business and Law student in UCD. I am passionate about a career in law at Byrne Wallace. I am curious with an attitude and skills to have a positive impact on any team along with continuous motivation to succeed. I enjoy challenges and look forward to putting my knowledge into practice to make a difference in my future career.

**EDUCATION & ACHIEVEMENTS**

**BBL, Bachelor of Business and Law, University College Dublin 2016 - 2020**

* Stage 4 GPA: 2:1 (expected)
* Stage 3 GPA: 2:1

**Relevant Modules:**

* Contract Law, Constitutional Law, Criminal Liability, Negligence and Related Matters, Nominate Torts, EU Constitutional, EU Economic, Property, Company, Matrimonial and Family Law.
* I am currently studying: Banking, Insolvency, Revenue, Employment, Planning and Environmental Law.
* Awarded UCD CDC Certificate in Skills for Working Life 2019.
* Participation in The ESB Design Challenge 2018.
* Member of SLS (Student Legal Services), completed the Legal Training 2019 and 2018.
* Won the Microsoft eMarketing Project Award UCD 2018.

**Leaving Certificate, Glenamaddy Community School June 2016**

* 450 CAO Points
* Appointed “Prefect” and served as a member of the Student Council’s Committee.
* Received Excellent Attendance Award 2015/2016.
* Awarded NUIG Business Studies Award for High achievement 2014 and “Student of the Year” 2011.
* ECDL – European Computer Driving License

**RELEVANT WORK EXPERIENCE**

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

OTC Sales Assistant & Healthcare Advisor.

* Maintain the highest standards of customer service while seeking solutions to patients needs by advising them on over the counter medication.
* Liaising with the pharmacist about the dispensing of prescription medication to the public.
* Complete specialist health checks, such as blood pressure, cholesterol monitoring and diabetes screening.
* The job requires accuracy, attention to detail, communication and teamwork skills.

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

Financial Services Administrator.

* Enhanced my understanding 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.
* Experienced the office administration systems and dealt with general client queries.

**AMOSS Solicitors, Warrington House, Mount Street Crescent, D2.** **June 2019**

Banking and Financial Services Legal Intern.

* Contributed towards my commercial awareness in the areas of Banking and Commercial Property as I experienced what it is like to advise financial services teams, direct lenders and companies on Irish company law/governance issues on an extensive range of commercial banking transactions.
* Presented my chosen project “Receivership’s in Ireland & Pre Enforcement Due Diligence”.
* Experienced the procedure and skills required in managing cases: prioritization, time management, professionalism , attention to detail, critical thinking.
* Attended client meetings, took notes and carried out tasks like searches after.
* Drafted letters to third parties, emails, lease agreements and advice reports.
* Prepared the schedule of deeds, stamp duty procedure and the registration of deeds with the PRA.
* Prepared articles for internal or external circulation on recent legal issues and decisions which developed my understanding of the law in practice.

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

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

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

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 500+ customer per shift while adhering to food safety standards.

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

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.

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

Bartender.

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

**Byrne Wallace Law Firm. May 2015**

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 and filed documents in the Central Office of the High Court.

**SKILLS**

* **Negotiation skills** - Prepared to challenge assumptions and bring new perspectives to light.
* **IT skills:** Highly efficient in Microsoft word, Excel, PowerPoint and key house case management system.
* **Interpersonal skills:** Developed the ability to work efficiently and effective as part of a team through my work experience and teamwork in numerous college projects.
* **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”.

**INTERESTS & HOBBIES**

* **Charity and Community Volunteering:** Teaching the elderly basic computer skills for 6 weeks in my local Dóchas Day Care Center and volunteering with Western Alzheimer’s to raise funds for patients.
* **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 titles with Glenamaddy Ladies club, played with the Galway County U14 team for 1 year and with my school team for 5 years.
* **Basketball:** Participation with UCD Basketball team in 2017 and 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”.

***References available upon request.***