**Sophie Lawless**

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**Profile**

I am currently a third year student in UCD studying International Modern Languages (French and Spanish) based in Brussels on my Erasmus year. I have 6 months part time work experience in the financial sector and 3 years part time work experience in the hospitality sector. I am looking to obtain a legal internship for the summer of 2016.

**Education**

**University College Dublin (2013-present**)

BAIML in International Modern Languages. Current GPA: 3.45. Based upon my exam results to date I have achieved a 2.1.

**Sutton Park School, Dublin (2008-2011)**

**Institute of Education, Dublin (2011-2013)**

*Leaving Certificate score of 510 CAO points.*

* Spanish: A1 Higher Level
* French: A2 Higher Level
* English: A2 Higher Level
* Business: B2 Higher Level
* Geography: B3 Higher Level
* Economics: B3 Higher Level

**Business/ Relevant Commercial Experience**

**Appian Asset Management** (http://www.appianasset.ie/) is a leading Irish based and owned asset manager, managing a range of funds which invest globally, to grow and protect clients’ assets while generating sustainable income.

*Key Work Achievements (6 months, part time 2010-present):*

* Temporary receptionist
* Meeting and greeting clients
* Updating client databases and clerical work
* Assisting the client relationship team with quarterly valuations

**Oar House Restaurant** (http://oarhouse.ie/) is a well renowned family run, seafood restaurant in Howth, frequented by locals and hugely popular amongst tourists.

*Key Work Achievements (3 years, part time 2013-present):*

* Customer service
* Multitasking between customers, the kitchen and the bar
* Working the till and credit card machines
* Accuracy
* Working as part of a team

**Other Work Experience**

During my transition year I had periods of work experience with the Davy Group, McCartans Pharmacy and raising funds for local primary school.

*Key Work Experiences:*

* Customer service
* Operating cash till and card machines
* Dealing with customer queries
* Administration duties
* Experience at viewing corporate finance and dealing desks

**Skills Profile**

**Computer:**

Excellent knowledge of Microsoft Word, Excel and PowerPoint.

**Organisational:**

During my time at Appian Asset Management and the Davy Group, I interacted with numerous executives which gave me first-hand experience at understanding the workings of a financial company. This experience was very beneficial as I acquired time management and organisational skills.

**Presentation:**

I am a comfortable public speaker, having represented my school in the Model United Nations and on an RTÉ debating program.

**Communication and Interpersonal**

Throughout my time at the Oar House Restaurant and McCartans pharmacy I refined my ability to deal with customers with the utmost courtesy and professionalism. I am an active team player as evidenced by membership of numerous team sports and from working on group projects in university. Giving grinds to Junior Cert students has improved my communication skills through French and Spanish.

**Leadership**

I have acquired leadership skills through working on various group projects where I was nominated as team leader. Being a team leader, involves understanding the best attributes of each team member, to attain the best result possible with individual characters, hence the group projects that I’ve completed obtained mostly A grades.

**Personal Achievements**

* **Erasmus year in Brussels** (September 2015-June 2016)
* **Travelled to Vietnam four times** (2001-2008)
* **Represented Sutton Park at MUN conference** (2011)
* **Selected as of part of a team to represent Sutton Park on RTÉ debating TV program**
* **Winning tennis team for women’s Leinster league** (2009)
* **Sutton LTC champion** (2008)
* **Finalist Naas Tennis Open** (2007)
* **Last eight of Irish Tennis Open** (2006)

**Personal Interests**

* **Tennis:** Was a member of Sutton LTC and Donnybrook LTC. Played class 1 and 2 Leinster women’s league for Sutton LTC.
* **Yoga**
* **Badminton:** Member of Sutton Park school team and reached finals of Irish schools competition
* **Long distance running:** Represented school teams throughout primary and secondary school.
* **Hockey:** Member of the Sutton Park school team.
* **Golf:** Member of Sutton Golf Club

**Referees:**

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