

# Sophie Moore

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## Education

**Final Examination – First Part (FE-1)** 2018

Obtained Company Law, Criminal Law and Real Property Examinations

**Dublin Institute of Technology** 2017-2018

Post-Graduate Diploma in Law: First Class Honours

**University College Dublin** 2011-2015

BA Economics and Politics: 2:2

**Mount Anville Montessori, Junior & Secondary School** 1996-2011

Leaving Certificate: 435 points

## Personal Profile

I am a kind, sincere, loyal and considerate person who is patient and sensitive to the needs of others. I am a diplomatic communicator who can be influential and persuasive. I am a social person who enjoys working with people as demonstrated in my work in promotions and customer service jobs. I have high levels of commitment and professionalism with an enthusiastic work capacity. I possess great drive and commitment to both myself and others, something I have shown through my many sporting ventures and achievements. I am orientated towards careful planning and am extremely conscientious.

## Relevant Work Experience

**Moore Services** 2016

*Sales and Marketing Assistant*

- Assisted in managing one of the company's contracts.
- Developed my management, communication, problem solving and organisational skills whilst being in charge of a team and ensuring everything ran smoothly and to the client's satisfaction.
- Involved liaising with the client and suppliers and completing daily and weekly plans to ensure targets were reached.

### Davy

*Summer Internship, Compliance* June 2015

- Primary project was transaction monitoring for different clients over a number of months.
- Completed due diligence forms and proof read different materials.

*Summer Internship, Marketing* May – June 2014

- Responsibilities included running and working at events hosted by Davy for clients, assisting in redesigning the new Davy website, proof reading new brochures and newsletters, liaising with other departments and ensuring client lists and details were all in order. Enhanced social and organisational skills.

**GoCongr** May – July 2012 & 2014

*Summer Internship, Marketing*

- Responsibilities included assisting in redesigning the new company website and writing up content to be used, writing blogs and ensuring products were correct
- Primary task in 2014 was researching the VCE (Australian exam) in order for me to promote the company's product (an online learning and study platform) to schools and students across Australia, contacting different bodies in the country.

**Arthur Cox** 2009

*Work Experience Programme*

- Completed a week of work experience during my transition year observing several different departments.

## Additional Employment

<b>Monkstown Hockey Club</b>	<b>2017-Present</b>
<ul style="list-style-type: none"><li>Hockey Coach for 1<sup>st</sup> Class to Under 16 level. Head coach for the 1<sup>st</sup> Year age group which involves managing all of their league teams, coaches and organising sessions for each week.</li></ul>	
<b>Newbridge College</b>	<b>2017-2018</b>
<ul style="list-style-type: none"><li>Hockey Coach for 1<sup>st</sup> – 6<sup>th</sup> Year students of all levels. Daily session planning.</li></ul>	
<b>Fern &amp; Co. Restaurant</b>	<b>2017</b>
<ul style="list-style-type: none"><li>Coffee shop manager. Managed staff and the day-to-day running of a busy coffee shop.</li></ul>	
<b>Hartley's Restaurant</b>	<b>2015-2016</b>
<ul style="list-style-type: none"><li>Waitress. Expanded communication and social skills in a fast-paced customer service environment.</li></ul>	
<b>Mount Anville Hockey Club</b>	<b>2011-2016</b>
<ul style="list-style-type: none"><li>Hockey coach for children aged 6-16. Session plans and developing players from beginner to advanced levels.</li></ul>	
<b>Four Seasons Hotel, Dublin</b>	<b>2012-2014</b>
<ul style="list-style-type: none"><li>Banquets waitress. Developed extremely high standards with impeccable attention to detail.</li></ul>	
<b>The Surf Lodge Hotel, Montauk</b>	<b>2013</b>
<ul style="list-style-type: none"><li>Receptionist, hostess and sales assistant at high class hotel.</li></ul>	
<b>Verve Marketing</b>	<b>2011-2012</b>
<ul style="list-style-type: none"><li>Promotion work for a number of different companies around Ireland.</li></ul>	
<b>Niall Fitzgibbon, Barrister</b>	<b>2009</b>
<ul style="list-style-type: none"><li>Transition year work experience.</li></ul>	

## Extracurricular Activities

### Hockey

- Player on the 1<sup>st</sup> XI team in Monkstown Hockey Club (current). Competed in European Club Cup Championship (2017) and European Club Cup Trophy (2018) ;
- Member of the Monkstown Hockey Club Ladies committee;
- Played for UCD Hockey Club (2011-2015);
- Played 1<sup>st</sup> XI in Mount Anville from 1<sup>st</sup> year to senior level & captained junior cup winning team.

### Golf

- Member of Elm Park Golf Club, handicap: 14;
- Have represented the club in many junior and senior competitions;
- Junior Captain, Elm Park Golf Club 2012.

### Volunteer Work

- Mount Anville St. Vincent de Paul Committee;
- Handmaid with the Dublin Diocese annual pilgrimage to Lourdes;
- Mount Anville Special Olympics fundraising committee;
- Irish blind sports day volunteer;
- Marshall at Solheim Cup 2011, Killeen Castle.

### Other

- Law** – Keep up to date with legal developments in the newspapers and on blogs;
- Travel** – J1 in Montauk, travelled west coast of America and inter-railing in Europe;
- Skiing** – Advanced snow skier (completed ESF levels) and water skier;
- Cricket** – Captain of Mount Anville senior A cricket team;
- Athletics** – Leinster and East Leinster athletics medals (track and field);

## Achievements

- Prefect in Mount Anville School;
- Fundamentals in Coaching Course (in the process of completing my Level 1 hockey coaching certificate);
- Social and Fundraising Secretary for the UCD Ladies hockey club;
- Semi-finalist of UCD Commerce Society entrepreneur competition 2013;
- European Computer Driving License (ECDL);
- Leinster Ladies Association Transition Year Coaching Programme;
- Gaisce President's Award (Bronze);
- Qualified in First Aid.

References are available on request