

## PROFILE



A current Business and Law student on track for a 2:1 honours degree from University College Dublin.

My experience varies from retail and restaurant work to volunteer work. I feel this has made me into an adaptable, dependable and diverse employee.

## PERSONAL DETAILS

Name	Sophie O'Donnell
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## EXPERIENCE

### O'Donnell's Totalhealth Pharmacy

Dec 2012-June 2016  
Dec 2016-Present

#### Sales Assistant

Work part-time as a sales assistant. My customer service skills have been enhanced and I have learned to work well under pressure with members of the public. Trained in sales techniques, responsible for cashing up tills at the end of the day, keeping shelves stocked and placing orders where necessary.

### Villeroy and Boch House of Fraser

Sep2016–Nov2016

#### Sales Advisor

Worked part-time in the Villeroy and Boch concession in House of Fraser. My duties involved, extensive product knowledge, placing online orders and helping in processing orders that arrived into the store. Strong attention to detail of customers' needs was required. I gained experience working as a team and meeting targets.

### Osteria La Madia, Chicago

July 2016-August 2016

#### Host/Back server

Worked in a busy restaurant as a host and back server. Organizational skills were key to a successful shift. I developed strategic management skills as well as strong communication skills. Worked as a team with all members of the restaurant to ensure the smooth running of the restaurant and exceptional customer service.

## EDUCATION

Secondary School **St. Joseph's, Castlebar**  
 Leaving Cert Points: 520

<b>English (Higher):</b>	A2
<b>Irish (Higher):</b>	B1
<b>Maths (Higher):</b>	B3
<b>French (Higher):</b>	B1
<b>Business Studies (Higher):</b>	B1
<b>Music (Higher):</b>	B3

University **University College Dublin**  
Bachelor of Business and Law  
 GPA: 3.19

**Special Olympics,  
Ireland**

Sep 2011–Present

**Volunteer**

Volunteered with my local Special Olympics bowling club weekly while I was at school. My role was to help ensure the smooth running of training. I now help out where I can at weekend events, duties can range from administration to encouraging athletes.

**Minister for European  
Affairs, Lucinda Creighton**

Feb 2012-March 2012

**Intern**

Gained work experience under then Minister for European Affairs, Lucinda Creighton. Duties included filing, replying to constituency queries and research.

**Connaught Telegraph**

Nov 2011-Dec 2011

**Intern**

Worked in the evenings after school to gain experience. Wrote a number of articles that were published, typed up passages for staff and did some filing. Had to be organised, learned to deal with deadlines and also enhanced my creativity.

**CRC fm Radio**

Feb 2011 – May 2011

**Radio Presenter**

Once a week I co-presented the morning show on my local radio station. This experience required strong organisational and research skills to have content ready each week. It also required strong communication skills and my public speaking ability was majorly enhanced.

 **SKILLS**

 **Knowledge**

- Business
  - strategic
  - management
  - marketing
  - accounting
- Law
  - company law
  - contract law
- Customer Service
- Merchandising
- Sales Techniques
- Restaurant Work
- Teamwork
- Basic Irish
- Basic French
- Mentoring

 **Achievements**

- UCD Peer Mentor to 1<sup>st</sup> year students
- Competed in UCD James Joyce Maidens, Soroptimists Ireland Public Speaking and Cecil Lavery Moot Competitions
- Grade VIII on silver flute under Royal Irish Academy of Music
- Member of Mayo Concert Orchestra
- Completed Croagh Patrick 7 Day Challenge in aid of Autism
- Pope John Paul II Award
- Senior Prefect 2013/2014
- Rotary Youth Leadership Award

 **Interests**

- Member of UCD Sub Aqua Club-have obtained my one star diving cert
- Member of UCD Saint Vincent De Paul-volunteer with soup runs and homework club
- Running
- Trained local school children in GAA
- Volunteer with Special Olympics Bowling Club
- Brought disabled children to Lourdes with IHCPT