

Sophie O'Donnell



PROFILE


A current Business and Law student on track for a 2:1 honours degree from University College Dublin. I am a highly motivated and innovative individual. My experience varies from a professional services firm, to retail, restaurant and volunteer work. I feel this has made me into an adaptable, dependable and diverse employee.

PERSONAL DETAILS


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EDUCATION

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

University **University College Dublin**
Bachelor of Business and Law
 GPA: 3.4

EXPERIENCE

PwC
June 2017-July 2017

Tax Intern

Worked on the Private Client Services team. My work included completing tax returns and performing risk assessment for incoming clients. My team work, organisational and presentation skills were enhanced.

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
June 2016-August 2016

Host/Back server

Worked in a busy restaurant as a host and back server. Organisational skills were key to a successful shift. Developed strategic management skills and strong communication skills. Teamwork was essential to ensure exceptional customer service.

**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.



★ **Achievements**

- UCD Peer Mentor to 1st year students
- Competed in 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
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