**Tess Flannery**

10 Trafalgar Terrace, Meath Road, Bray, Co. Wicklow

Email: tess\_flannery@hotmail.com

Telephone: 087 139 1120

Education

**University College Dublin, Belfield, Dublin 2012 - Date**

Bachelor of Business and Law (BBL), 4th year

* Currently maintaining a 2.1

**Loreto Abbey Dalkey, Dalkey, Dublin 2006 - 2012**

* Achieved 500 points in the Leaving Certificate in 2012

**EMPLOYMENT HISTORY**

**Aon Insurance Managers August 2015 - August2015**

* Employed as an intern to support a project for the collation of data on the insurance and reinsurance market in Ireland
* Duties included extracting useful information from company financial statements and producing a codified database to be used by management as market research for potential lead generation

**SMBC Aviation Capital July 2015 - August 2015**

* Employed as an analyst on the legal and corporate team
* Attended lease negotiation meetings and took notes of all amendments. Joined the transaction team for a meeting in Bird&Bird to make note of final lease revisions
* Produced a database of activity of lessee companies in states sanctioned by The US Treasury Department Office of Foreign Assets Control
* Was responsible for updating and maintaining the company’s gifts and entertainment registry
* Was responsible for categorising and maintain company non-disclosure agreements

**Denis I Finn Solicitors**  **June 2015 - July 2015**

* Intern at a full services law firm
* Duties included attending and briefing Counsel for court applications and preparing detailed attendance notes. Was also responsible for moving applications before the Master of the High Court
* Liaised with Dublin County Sheriff to follow up on debt repayments and corresponding with clients. Was also responsible for making the firm’s client and revenue lodgements
* Successfully completed the installation of a digital letterhead onto all office computers by collaborating with the firm’s technical supplier and preparing a detailed workflow document to enable successful upload

**County Wicklow Lawn Tennis Club June 2014 – Date**

* Bartender and waitress
* Experience working and multitasking in busy environments
* Till operator including handling cash and both opening and closing the till at the beginning and end of the business day
* Helping to prepare for and wait at club functions

**ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES**

**Awards:**

* Achieved the Bronze Gaisce Award
* Awarded a distinction in the Silver Medal, Royal Irish Academy of Music exam in violin
* Completed 6 grades with the Associated Board of the Royal Schools of Music in violin
* Completed the Bright Futures Enterprise course

**IT Skills:**

* Keyhouse experience
* Bloomberg, Microsoft Excel and Microsoft Access experience
* Passed all European Computer Driving License modules

**Secondary School:**

* Music Prefect. Leader of the school orchestra, member of the 6th year choir and folk group. Responsibilities in arranging and performing music for school functions and events
* Member of the Justice and Peace Group in 5th and 6th year. Involved in raising awareness and funds for various charities and global initiatives
* Completed the Differential Aptitude Tests scoring in 92nd percentile for language usage and the 93rd percentile for speed and accuracy

**University:**

* Completed an advocacy training programme in UCD in partnership with Stetson University College. Focused on understanding case analysis, fundamental advocacy and storytelling and an examination on the art of advocacy.
* Member of Snow Sports Society 2014
* Member of Law Society 2013. Attended in-house debates and talks with keynote speakers

**REFERENCES**

**Academic:**

Mr. James McDermott, BCL, BL, LLM

Sutherland School of Law, Belfield, Dublin 4

Email: james.mcdermott@ucd.ie

**Professional:**

Mrs. Catharine Ennis, Chief Legal Officer

SMBC Aviation Capital Headquarters

IFSC House, IFSC, Dublin 1

Email: Catharine.Ennis@smbc.aero