Ultan Murray

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**Executive Summary**

I am a third year BCL student studying in University College Dublin. I am intelligent, enthusiastic and hard working. I possess strong leadership and communication skills and excellent attention to detail and discipline which I have developed through two years of full time business management experience and competitive sports. I feel that my strong work ethic and practical experience makes me an ideal candidate for the position of x at y.

**Education**

BCL: University College Dublin 2012-2016: Third year: GPA 3.13 (2:1)

Environmental Law A

Media Law B

Matrimonial Law B

Employment Law B-

Commercial Law C+

Criminological Theory C+

Alternative Dispute Resolution B+

Family and Child Law B+

Jurisprudence B

International Human Rights Law B

The History of Public Law B-

Public International Law C+

Leaving Certificate: Gonzaga College Dublin 2006-2012. (500 points)

English A2

Irish B1

History B1

Business B2

French B2

Music B2

**Employment History**

September 2012-September 2014: Fruitfellas (General Manager& Head of Purchasing)

During my first two years in college I managed an SME called Fruitfellas who delivered market fresh fruit and vegetables to a large client base made up of both homes and offices in the greater Dublin area. My responsibilities included:

1. Day to day management of the office and site: I made sure that everything on site was running efficiently and punctually, this involved communicating with and directing other members of staff. I calculated and ordered the level of stock required for each day and co-ordinated a roster and daily task list to ensure that the day to day operations functioned efficiently.
2. Medium and long term planning: I was involved in weekly strategic meetings with the business owner in which we used a weekly report which I compiled to plan for the upcoming weeks. It was my job to identify any upward or downward trends, and in the event of discovering a downward trend identify an efficient solution. It was then my job to implement this solution in the coming weeks. I also studied the prices and seasonality of produce each week and used this to plan our generic ‘weekly fruit and vegetable box’ for the coming week.
3. Communication with current, past and potential customers: I communicated with current customers on a daily basis by phone or email to maintain an excellent customer/client relationship in order to ensure that they were receiving a satisfactory service. If they were unhappy with any aspects of the service I devised and implemented structures to rectify the problems they were encountering. I also met with potential clients in a selling capacity and maintained correspondence with former clients in order to use their experiences to improve the service.
4. Preparation of a weekly financial report including profit and loss accounts and expenses: I used figures each week to compile a report which contained a profit and loss account for the week and potentially unwanted trends. I also kept track of business expenses to ensure that we were not overspending on a weekly basis. This required strong attention to detail as this report was used to plan the business’ direction for the coming weeks and months.
5. Recruitment and Training: I had an active role in the recruitment and training of new employees. I conducted job interviews and trained new employees in order to familiarise them with the systems used by the business. This required excellent communication skills.
6. Invoice management: I had responsibility for compiling and issuing all customers with electronic invoices in order to ensure prompt payment. If payment was not forthcoming I contacted the customer by phone or email in order to arrange a payment method which was convenient for both parties.

May 2015-September 2015: School Supply Centre (Office & Logistics Management)

Between May and September 2015 I worked as an Office and Logistics Manager for the School Supply Centre. My roles and responsibilities included:

1. Communication with Customers: I communicated with customers by email or over the phone on a daily basis to ensure that they were satisfied with the service provided
2. Stock Control: I ensured that all stock which arrived matched the stock ordered. I was also responsible for the daily stock take and order. This required attention to detail and time management skills as the order had to be sent before a certain deadline in order to guarantee next day delivery.
3. Logistics Management: I managed the floor staff when deliveries were incoming. I organised which items should take priority and ensured that each incoming delivery was moved to the correct area for storage. This required strong communication and leadership skills and the ability to work in a dynamic team environment.
4. Order Management: I was responsible for compiling and distributing large orders to our customers. This required great attention to detail as it was vital with such large orders that the correct quantities were delivered.

**Other Interests & Skills**

I am proficient at Microsoft Exel.

**Volunteer Work:** I am an active volunteer. In 2012 and 2013 I was active in the UCD Oxfam Society. We promoted equality through a number of fund-raisers which I helped to organise and publicise. In 2010 I travelled to Zambia as part of the Habitat for Humanity Ndola team. I partook in a four house build and lived with local villagers, many of whom were orphaned children, at the time.

**Music:** I enjoy listening to and playing music. I have played the drums for eleven years. This has helped me to learn the importance of discipline. I play in a band which has released a critically well received EP and played in many of Dublin’s prominent music venues.

**Sports:** I have played rugby and football to a high standard. I played for my school rugby team in the Leinster Schools Senior Cup in 2011 and again in 2012, when I was the vice-captain of the team. My sporting experience has helped me to learn the importance of team work and also develop leadership skills.

**Travel:** I love to travel and broaden my horizons. In recent years I have visited Iceland, Berlin, Zambia, Israel and Palestine. I believe that it is crucially important to learn from each travelling experience.

**Reading:** I am an avid reader. I feel that reading is an excellent way to relax whilst remaining mentally stimulated.

**Professional and Personal References are available on Request.**