

RYAN SWAN



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OBJECTIVE

Results-driven individual with a solid foundation in business and office experience as a Fund Accountant intern. Possessing a keen analytical mindset and knowledge in data analytics, I would be suited to a data analytics role. During my final year of university studies, I've enjoyed the complexities of analysing data, utilising python, SQL and Power BI, demonstrating a commitment to precision and an ability to extract meaningful insights. I am eager to continue this journey and expand on my skillset.

SKILLS

- Strong analytical and problem-solving mindset
- Excellent oral and written interpersonal skills
- Data analysis
- A collaborative individual capable of adding value to any team
- Proactive in my work, ability to multi-task
- Goal-orientated
- Attention to detail
- Technical skills – MS Office, Python, SQL, Power BI

EXPERIENCE

Fund Accountant Intern, 08/2022 - 07/2023

Caceis Ireland Limited, Dublin, Ireland

- This was part of the INTRA programme in DCU. My duties included:
- Preparing daily and monthly NAVs (Net Asset Valuations) for clients
- Studied root cause of accounting discrepancies and provided corrective actions.
- Liaising with international clients via email
- Meeting daily deadlines was of utmost importance
- Accuracy and attention to detail was critical in my work
- Analysing spreadsheets and handling performance fees accounts
- Sufficient communication with fund supervisor throughout the day, keeping them updated on NAV progress.

Retail Assistant, 10/2023 - PRESENT

Pepco, Dublin, Ireland

- Customer service skills – assist customers with product selection and enquiries, enhancing overall customer satisfaction.
- Operated point-of-sale systems with accuracy and efficiency, contributing to the smooth operation of the store
- Inventory management – restocking shelves, ensuring product availability, and supporting sales goals.
- Team collaboration – operating headsets between staff for customer enquiries and communicating task progress

Sales Assistant, 10/2021 - 07/2022

Mc Donalds, Dublin, Ireland

- Greeting and serving customers politely and with respect.
- Handling cash and card payments.
- Adhered to all company policies and procedures regarding safety regulations, security measures, attendance policies.
- Engaged in sales-oriented discussions to determine customer pain points.
- Being a supportive team player.
- Cooking and preparing food of good quality within deadlines.

EDUCATION AND TRAINING

Dublin City University, 09/2020 - 05/2024 (Expected)

BBA: Business Studies, Data Analytics specialism

- Studying a wide range of modules and harnessing skills such as:
- Data analytics, utilising python, SQL and power BI
- Entrepreneurship
- Agile and digital thinking
- Operations management

Ard Scoil Rís, Marino, Dublin 3, 09/2014 - 05/2020

Secondaary Education

- Leaving Certificate - 498 points
- Notable subjects:
 - Maths – H3
 - Applied Maths – H3
 - Accounting – H3
 - Economics – H3

REFERENCES

- John Henneberry, Fund Accountant Supervisor (Caceis), 0851401920
- Kelly Shannon, store manager (Pepco), 0852858342
- Conor Ruane, Manager (McDonald's), 0838433087

HOBBIES AND INTERESTS

Golf (Clontarf Golf Club)
Gaelic football (Whitehall Colmcille GAA Club)
Soccer (Glasnevin Football Club)
Whitehall GAA gym