**Sophie Hickey**

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Date of Birth: 31/05/1993

**EDUCATION**

**Further Studies 2019:  
Code Institute -** Currently studying a Diploma (online course) in Software Development. I have completed the first module which includes HTML, CSS and Javascript. This course was built in consultation with industry experts to ensure the skills are up to date and relevant to employers.

**Third Level Education 2013-2016:   
IADT Dunlaoghaire** – Three-year Level 7 degree course in Business and Entrepreneurship.  
**Subjects included:** Data Management, Digital Marketing, Finance, Accounting, Research Methods, Marketing, Management, Economics, Law, Innovation, Entrepreneurship and Social Enterprise  
**Results:** Distinction (first class honours)

**PLC Course 2012-2013**:   
**Sallynoggin College** – Fashion Industry Practice.  
**Subjects included:** Fashion Buying & Merchandising, Fashion Industry & Design Studies, Digital Presentation, Customer Service, Communications  
**Results:** Distinctions in all subjects.

**Junior and Leaving Cert:**   
St. Joseph of Cluny, Junior & Secondary School, Killiney, Co. Dublin

**EMPLOYMENT HISTORY**

**KBC, Sandwith Street Sept. – Present  
Job Description**: Customer Account Executive  
Duties Include: Gathering documents for account opening, phone work, general email.

**Finance Ireland, Ballsbridge from March 2018 -Aug 2018  
Job description:** Data Inputter   
Duties include: Inputting loan proposals and customer service.

**AIB Bespoke Investment, Bankcentre Sept. 2017 - March 2018**(Six Month contract with Hays)  
**Job description:** Data Inputter/Administration  
Duties included: Updating archives, general correspondence

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**AIB Wealth Management/Retirement Planning, Bankcentre Sept. 2016 - Aug. 2017**(Three Month contract renewed 3 times)  
**Job description:** Data Inputter/Administration  
Duties included:

* Prep Accounts. Print and bind all statements and certs of interest.
* Set up of Trustee training handbooks/Declaration.
* Helped with the set-up of (SSAS to Pershing) once project managed.
* Issuing general correspondence. Issuing payslips and p60s.
* Mail merges for bespoke products i.e. Macro trend for ARFS.
* Post/filing – Scan and log post into post log every day and file away hardcopies and softcopies. Responsible for filing for department.

**2013 – 2016 (Paid internship)**To fit in with college hours and holidays I trained and worked with Melissa Curry, Jewellery Designer, Dublin, making her ornate jewellery pieces. Responsible for stock control and social media campaigns. Helped with launch of her new fine jewellery brand BYOS <http://byos.melissacurry.com/> .

**Work Experience for Course (2013)**Milan & Co., Boutique in Bray  
Shutterbug, vintage shop in Kilkenny  
Assisted Sonya Lennon for ‘Dress for Success’  
Modelled in college Designers Fashion Show

**TRANSFERABLE SKILLS:**

MS Office, basic website design and social media skills./experience -HTML, CSS, Javascript. Excellent organisation, time management, attention to detail. I am patient, good humoured, good under pressure, self-motivated, flexible and focused.

**SOCIAL ENTERPRISE:**

As part of my final year project I fundraised using my jewellery making skills to create hygiene personal care packages for homeless women which have been distributed through The Simon Community. This was a year-long project which involved research, designing, merchandising, selling, fundraising, buying, packing and delivery of these packages which have received excellent feedback, following their distribution.



**AWARDS:** Gaisce Bronze and Silver.

**VOLUNTEERING:** I volunteered for one-year at the Cancer Society shop in Dun Laoghaire.

**INTERESTS:** Fitness, jewellery making, reading, tennis, travel, web design, learning to code and study online courses.

**REFERENCES:**

Tony Doyle – AIB, head of Retirement Planning – 01 6413581Melissa Curry – Jewellery Designer – 0872827957  
Conor Heagney – IADT Business School – 01 239 4753 – [conor.heagney@iadt.ie](mailto:conor.heagney@iadt.ie)