Ciarán Dervan

MA Consciousness and Embodiment (Hons), BA Psychology (Hons)

I am a hard-working, motivated individual and enjoy working as part of a team. I am eager to learn new skills and solve novel problems.

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in linkedin.com/in/ciar%C3%A1n-dervan-68356316a/

TECHNICAL SKILLS

Administration	Written and Verbal Communication; Organization; Microsoft Suite; Bookkeeping; Time Management; Website Maintenance; Flexibility.	**Research**	Design; Recruitment and Scheduling; Data Collection, Analytics and Visualization, Reporting, SEM & SEO, Online Marketing

SOFTWARE PRODUCTS

Google Analytics · Adobe Suite · R Markdown · SQL · Hive · Python · SPSS · Tableau · Jamovi · Qualtrics · Microsoft Office Suite · GIMP Image Manipulation · Audacity · Github/Wordpress/Squarespace/Wix/Shopify

EDUCATION

Data Analytics and Visualization
Dublin City University

01/2021 - 05/2021 — *H2.1*

Courses

- This was a Single Module programme offered by the School of Business. It covered every aspect of analytics vital for businesses today.

- **Skills learned:** This course covered SQL, Excel, Tableau, Jamovi, and RMarkdown. A copy of the transcript is available at https://ciarandervan.github.io/data

MA Consciousness & Embodiment
University College Dublin

09/2019 - 08/2020 — *3.8 GPA*

Courses

- An interdisciplinary Master's which covered topics from Philosophy of Mind, Cognitive Science, Enactivism, Embodiment, Phenomenology and Psychology. A copy of the transcript is available at https://ciarandervan.github.io/ma

- **Thesis:** *"Disjunctivism and Being-in-the-world"*. **Grade Awarded:** A-. This thesis sought to challenge the extent to which representations are relied on as explanatory devices in perceptual and hallucinatory processes, argued from a Disjunctivist stance . A copy of the thesis is available at https://ciarandervan.github.io/ma

BA Psychology (Minor in Philosophy)
University College Dublin

09/2015 - 06/2018 — *3.46 GPA*

Award

- This degree covered all aspects of Psychology alongside various subjects from the Arts and Humanities. I was awarded a Second Class Honours, Grade 1. A detailed transcript of my undergrad is available at https://ciarandervan.github.io/ba

- **Thesis:** *"Two's Company: An Investigation of Tulpamancy Practice and and its impact on Self-regulation, Self-efficacy, Mindfulness, and Well-being"*. **Grade Awarded:** A-. This was a large exploratory mixed-methods study I conducted by myself. In total, I received data from 102 participants, 42.6% of whom had been diagnosed with at least one mental health disorder. An adapted manuscript of this thesis is available at https://ciarandervan.github.io/ba

WORK EXPERIENCE

Administrative Receptionist & Night Manager
The Anchor House B&B

10/2016 - 03/2020   *49 Lower Gardiner St, Dublin*

Achievements/Tasks

- **Accomplishments:** I began working as a night manager in 2016, but quickly gained the role of administrative receptionist after proving myself capable of increased responsibility. I was the go-to copywriter for the company in an official capacity as I demonstrated exceptional written communication skills.

- **Responsibilities:** I handled all front desk duties such as check-ins, check-outs, requests, complaints and inquiries, but I was also responsible for administrative and operational day-to-day tasks. I maintained competitive pricing for our rooms by comparing prices for similar hotels and B&Bs in Dublin across third-party and direct sites. I continually adjusted rates and availability to ensure maximum occupancy at all times. I was responsible for guest relations on TripAdvisor and I ensured that reviews were responded to in a courteous manner which best reflected the company's ethos. Additionally, I handled the bookkeeping, updating and maintaining the website and social media platforms, writing the copy for ads, laundry, fire safety and general building maintenance.

- **Initiatives undertaken:** I successfully implemented procedures that streamlined productivity on third-party websites and on our own booking system for handling standard queries and issues to tackle the large number of messages we received per day. I compiled a comprehensive manual for training new night managers and receptionists that familiarised them with our procedures and protocols. I maintained up-to-date schedules of all major sporting events, concerts and conferences, so I could adjust our prices accordingly and make recommendations to our guests during their stay.

- **Skills Learned:** I honed many essential skills in my role as administrative receptionist and night manager. Excellent customer service was a key requirement for this position as I had to be able to accommodate guests' requests and needs at a moment's notice. This helped me to develop a keen flexibility and awareness in my work as I had to be able to adapt to the situation at hand, ensure successful communication of rules or advice, all while being certain of the assets at my disposal. As I was often the only employee working on the premises for up to six hours of the day or all of the night, I set my own goals and targets for each shift. Resultantly, I am able to prioritize and multi-task to a high degree whilst meeting deadlines under my own initiative.

Referee Contact: Joan Coyne, Manager and Owner: The Anchor House B&B - Tele: 086 3438898 -Email: joan.coyne@gmail.com

Research Intern
The Gillan Lab, TCD

07/2018 - 11/2018

Achievements/Tasks

- **Responsibilities:** I primarily helped Tricia, a PhD student, with her EEG study. I saw the participants through from start to finish with the recruiting, gathering consent, session scheduling, briefing, debriefing and finally payment. I was responsible for the preparation of the lab equipment, including a 120 channel EEG cap; data collection and the cleaning of the equipment. I also assisted in the recruitment process of another project that sought patients who had recently been diagnosed with mental health disorders. I compiled the addresses of every GP in the country and prepared parcels for them which included relevant information on the study and how to participate.

- **Skills Learned:** I gained invaluable research experience volunteering at the Gillan Neuroscience Lab. I learned how to prepare and record using the 120 channel EEG, and further developed the administrative skills required for participant recruitment and session scheduling. Given the large size of the studies I was involved with, I learned that it is essential to be efficient and highly-organized when dealing with very ambitious studies. I also gained further experience working with vulnerable populations.

Referee Contact: Tricia Seow, Researcher with the Gillan Lab - Email: seowx@tcd.ie

Ride/Activity Instructor
Tayto Park

08/2014 - 08/2016   *Ashbourne, Co. Meath*

Achievements/Tasks

- **Responsibilities:** Throughout my three years working at Tayto Park I was given increased responsibility and training in the operation of numerous rides and activities, ensuring the safety of the public and that their overall experience was as stress-free and enjoyable as possible.

- **Skills Learned:** I learned to work in fast-paced, high pressure situations; to provide effective communication of rules and regulations; and to execute safety procedures with precision. I also learned how to coordinate with my team to be as efficient as possible.

CERTIFICATES

Google Digital Garage Fundamentals of Marketing (03/2021)
Certificate awarded by the Open University

Microsoft Power BI complete introduction (06/2021)
Udemy Certificate of Completion

CERTIFICATES

Data Processing - Hive and Pig (06/2021)
Udemy Certificate of Completion

Business Analytics Course (06/2021)
Certificate awarded by the Hubspot Academy

Microsoft Excel - Excel from Beginner to Advanced (01/2021)
Udemy Certificate of Completion

Statistics/Data Analysis with SPSS: Descriptive Statistics (10/2020)
Udemy Certificate of Completion

The Complete CRM Course for Beginners (09/2020)
Udemy Certificate of Completion

Digital Marketing (06/2021)
Certificate awarded by the Hubspot Academy

The Code Institute 5 day Coding Challenge (06/2021)
Certificate awarded by the Code Institute

Python for Data Science and Machine Learning Bootcamp (10/2020)
Udemy Certificate of Completion

Hubspot CRM Essentials (10/2020)
Udemy Certificate of Completion

INTERESTS

Research Design and Methodology   Making Collage and Multi-Media Art

Cognitive Science, Phenomenology, Philosophy of Mind and Consciousness Studies   Playing and Producing Music