

<p>Proactive Work to a Deadline Analytical Communication Motivated Organised Adaptable</p> <p><u>LANGUAGE SKILLS</u></p> <p>English - Native Spanish - Advanced - B2</p> <p><u>ADDITIONAL INFO</u></p> <p>Valid Irish Passport Holder Full, clean UK Driving License</p>	<u>EMPLOYMENT</u>		
	Jul 2022 - Sep 2022	Audit & Assurance Internship	Deloitte, Bedford Street, Belfast
		<ul style="list-style-type: none"> Collected and analysed financial data. Examined company accounts including revenues and expenses, comparing with documentation for account reconciliation. Performed audits on assets, cash, and unrecorded liabilities. Conducted reports for financial risk assessments due for diligence. Monitored financial statements to find discrepancies. Regularly communicated with clients. Executed various administrative tasks, supported management as required and summarised meeting minutes. 	
	Oct 2021 - Jun 2022	Sales Market Analyst Internship	Factorial HR, Carrer d'Alaba, Barcelona
		<ul style="list-style-type: none"> Spotted and liaised potential clients independently. Managed communication with prospective B2B clients. Reported back to management daily on findings. Ensured daily quota and weekly targets are met with little room for error. Regular feedback discussing deliverables and collectively implemented new strategies to reach potential prospects, enhancing teamwork. 	
	Jun 2017 - Present	Shop Assistant	DayToday, Ballygomartin Road, Belfast
		<ul style="list-style-type: none"> Fully conversant with cash/card till operation, able to update systems with new products and pricing and trusted with stock taking. Operated PayPoint, lottery and bus ticket machines and able to cash all tills off for drops and end of night floats and receipts. Trusted with my own set of keys to open shop floor and work alone instore. Interacted with customers regularly, further demonstrating customer service. Stocked out shelves, cleaned and organised shop floor. 	

ADDITIONAL EXPERIENCE

2019-2020

OLYMPUS GIRLS CLUB

DANCE COACH

- Created and taught my own routines for girls in the 'Tinies' (age 4-5) and 'Juniors' (age 9-11) sections, proving responsibility.

- Analysed the team's performance each week and delivered feedback to the members of the team.
- Both age group sections successfully performed at the Annual Display in May 2020.
- Qualifications Achieved = Leadership Award (Level 1), Urban Cheer Foundation Skills Award.

2015-2019

OLYMPUS GIRLS CLUB

ASSISTANT DANCE COACH

- Assisted with the choreography of routines, led the stretches and warm-ups, and established friendly rapport with the girls in the 'Young Tinies' section and 'Tiny Teenies Pom Team' which enhanced my communication skills.
- Successfully participated in the United Kingdom Cheerleading Association National Championship, taking 1st Place in the 'Tiny Teenies' section.
- Participated in a range of fundraising activities including Tesco bag packing, sponsored walks, Christmas fairs and Halloween discos.

2016/17

SPANISH EXCHANGE

ESCULTOR JUAN DE VILLANUEVA

- I participated in two Spanish Exchanges in Asturias with my high school that allowed me to live with my exchange partner and their Spanish families for one week. Then, my Spanish exchange partners lived in my home for a week.
- I enhanced my Spanish speaking skills by communicating with my partner, her family and fellow students. I immersed myself in Asturian-Spanish culture by visiting important monuments, learning about the history of Oviedo and Asturias and gained an understanding of Northern Spanish "slang". I adapted to a typical Spanish routine by experiencing a day in the life of a Spanish student.
- The amazing experiences not only gave me the opportunity to improve my language skills but allowed me to make friendly life-long international connections.

INTERESTS AND ACHIEVEMENTS

- Member of Olympus Girls Club since I was 4 years old. A dance club in which I've achieved many awards including 1st in P.E, Efficiency, Endeavour and All-Rounder. Each age group section learns 3 routines and performs at the Annual Display in May.
- Additionally, for many years I danced in Olympus' 'pom teams' requiring auditions for participation in competitions such as U.K.C.A both at a local level, Antrim, and national level, Manchester. I was appointed Cheer Captain for the 'Junior B Pom Team' in 2016 proving to be a supportive team member as well as team leader as I led the stretches and warm-ups, analysed the team's performance each week and gave and received feedback with the other members.
- Supportive team member and enhanced interaction with others when I played for school Netball Team in 2013, 2014 and 2015.
- Developed independency and proved hard working when participating in Duke of Edinburgh's Award. In 2014, I completed Volunteering, Physical and Skills sections and I was awarded Bronze for attention to detail, time management and group work in preparation, organization, and participation in exhibition routes.

- Since there was no longer a school dance team, I took the initiative and arranged a team and made up a routine which gained first place in both N.I.C.M.A.C and Ulster competitions.

