**Siobhán Blaney**

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**Education­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Second Level:** St Peter’s Community School, Passage West, Cork, Ireland.

Graduated in 2001 with Honours Leaving Certificate

Awarded the school’s Barr Bua award for “Most Accomplished Person” upon Graduation.

**Third Level:** University College, Cork, (U.C.C.), Cork City, Ireland.

Graduated in 2005 with Joint Honours B.A. (European) in European Integration Studies and German, grade 2:1

**Fourth Level:** National University of Ireland, Galway, (N.U.I.G), Galway City, Ireland.

Graduated 2008 with L.L.M International Human Rights Law, grade 2:1

**Skills Summary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_**

▪ Organisational ▪ Computer Literate ▪ Presentation Skills

▪ Cognitive Skills ▪ Motivated ▪ Problem-solving

▪ Language Skills ▪ Research & Methodology ▪ Good Communicator

**Professional Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position:** Sales Support Administrator  **Employer:** Standard Life

**Period:** June 2008 – November 2008 (Temporary Contract)

**Duties:**

* Provided in-office support for regional account managers
* Organised meetings and appointments
* Ran reports and managed excel spreadsheets
* Ordered and distributed sales materials
* Answered direct customer queries regarding policies and dividends
* General office administration such as petty cash reports, managing incoming and outgoing mail, running quotes for managers and customers, weekly reports and forecasts, and liaising with the Dublin and Cork offices to provide customer service

**Position:** Temporary Administrator **Employer:** Various **Period:** April 2008 – June 2008

**Duties:**

* Ensured efficient and smooth running of offices
* Maintained files and databases
* Was responsible for customer relations and communication
* First point of face-to-face contact for customers
* Scheduled appointments and meetings for other staff members
* Managed incoming and outgoing mail and other communication

**Position:** Revenue Operations Analyst **Employer:** EMC Benelux, BV **Period:** November 2005 – March 2007

**Duties:**

* Sole responsibility for the regions of Spain and Portugal, and major EMC partners such as Unisys, Nokia and Fujitsu Siemens
* Frequently hosted conference calls and face-to-face meetings, where Powerpoint presentations were often required
* Trained staff to deal with the automated Channel Express order process, and oversaw the successful operation of this system
* Ensured all orders and returns complied with Sarbanes Oxley principles, and EMC/Partner contractual agreements
* Liaised with distribution, partner support and production departments to ensure timely delivery of orders and returns

**Position:** Intern/Junior Office Assistant **Employer:** CETA (The Community Training and Education Academy)

**Period:** May 2005 – November 2005

**Duties:**

* Assisted people with choosing and registering for appropriate training schemes
* Received feedback on workshops and classes, and reported on and evaluated training schemes with the Director
* Co-ordinated and taught English language classes for migrants and refugees, and organised other training events
* Other duties included taking minutes at meetings, preparing for meetings with local government officials and processing funding applications
* During this period I also visited the Gambia, Ghana and South Africa, where I assisted with the organisation and implementation of various training and development schemes for women

**Hobbies and Personal Interests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I am an avid reader, especially of history, politics and philosophy. I also play the piano, and enjoy many types of music. I am very sociable, and enjoy meeting and conversing with people from different walks of life. I am passionate about food, and enjoying cooking and experimenting with many different cuisines.

I represented my school in Volleyball, Camogie, Athletics and Soccer, and also have two All-Ireland Championship medals for rowing. I now enjoy hill-walking in the beautiful Irish countryside, and keeping fit.

I love to travel, and have visited over twenty countries. However, my most enjoyable time abroad was a year spent studying in Munich, Germany for my undergraduate degree. Living in a different culture was a gratifying and life-enhancing experience, which has stayed with me to this day.

I have studied four languages, including native Irish (Gaelic) and subsequently have a keen interest in language and etymology. I am seeking an opportunity to travel and immerse myself in a different culture, and simultaneously benefit the country that I visit. I believe that my education, skills and understanding of the challenges and advantages of learning a foreign language, enable me to be of significant benefit to any students wishing to learn the English language.

**References available on request**