

Regina Kelly

Curriculum Vitae

<i>Address</i>	Mayhora, Castlecomer Co. Kilkenny
<i>Phone</i>	0857583169
<i>e-mail</i>	rkelly1@tcd.ie

PERSONAL PROFILE

As a maths graduate I feel like the most important thing I bring to a workplace is my logical approach to tasks. I have a passion for work that involves problem solving and feel that I excel in this area. I work well in groups but do not balk at taking initiative, and leading if appropriate. I am an adaptable person and will take new challenges in my stride. I believe I am a person of good character with excellent inter-personal skills.

SKILLS

<i>Languages</i>	English Irish (Conversational) French (Basic)
<i>Software</i>	C++, L ^A T _E X, MATLAB (some experience), R, EXCEL, HTML, SQL

EDUCATION

BA Mod. Mathematics <i>Trinity College Dublin</i>	2008-2012
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Finishing grade:	II.I
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Subjects studied:

Junior And Senior Freshman years: In my Freshman years I built up a good base of general Mathematical knowledge including Calculus, Algebra, Statistics, Mechanics, Computation and differential equations which I supplemented with more advanced topics in fields I was interested in, for example Algebraic Geometry, Number Theory and some Measure Theory (the Lebesgue Integral).

Junior and Senior Sophister years: In my Sophister years I broadened my field of study whilst still studying topics that interested me. I decided to study topics that were relevant to the current jobs market by taking on more computational and statistical modules such as Fuzzy Logic, Formal Methods, Information Theory, Practical Numerical Simulations, Multivariate Linear Analysis, Applied Forecasting, and Mathematical Neuroscience whilst still studying modules of a strictly mathematical nature such as Functional Analysis, Algebraic Topology, Classical Field Theory, Classical Electrodynamics and Cryptology. I also took up a module on Mathematics Education to improve my ability to relate information to other people.

Leaving Certificate <i>Castlecomer Community School</i>	2006-2008
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Higher level subjects: English A2, Music A1, Chemistry A2, Mathematics B3, French B3, Applied Mathematics C2, History C1.

Ordinary level subjects: Irish A2

WORK EXPERIENCE

Administrative Assistant

23/04/2013-
30/08/2013

Hydrafact Limited, part-time

In my role as Administrative assistant my job was to take care of the day to day office tasks of the company. Along with this I would organise delivery of packages for the company, write quality management procedure and at times collate data for R&D claims etc.

Customer Service Agent

18/11/2012-
12/1/2012

Amazon.co.uk, Temporary

My main roles in this job were taking phone calls and responding to e-mails. I had to provide a high level of customer service which involved treating the customer as a friend and trying to solve their problems insofar as possible.

Shop Manager

06/2008-
01/09/2012

Harringtons bookmakers, Part-time

This job required a lot of customer service skill as I was solely responsible for the shop. I had to use my decision making skills often as well as my discretion. I also had responsibility for the cash in the shop. To ensure the no mistakes were made I had to multi-task and work accurately in a fast paced environment.

ACHIEVEMENTS

- I was class representative in the student union for both freshman years of university.
- In secondary school I was a member of the Irish Red Cross where I received First Aid certification and trained to be a first responder.
- I was Events Secretary or the Trinity College Orienteering Club in Junior Sophister year and Treasurer as a Senior Sophister.
- I have twice represented Ireland in international competition at the orienteering Senior Home Internationals.

INTERESTS

In my spare time I really enjoy orienteering, singing and board games.

REFERENCES

Available upon request