|  |
| --- |
| **Personal** |

Name: Ciara McLaughlin

Address: 9 Nutley Avenue, Donnybrook, Dublin, D04 E2N7

Contact No: +353 87 446 0407

Email address: [ciaramclaughlin03@gmail.com](mailto:ciaramclaughlin03@gmail.com)

Date of birth: 04/02/2003

|  |
| --- |
| **Education** |

2015-2021 Mount Anville Secondary School, Goatstown, Dublin 14

* LC: 625 points (H1s in Irish, English, Maths, French, History, Biology, Chemistry)

2021-2025 Law and Business (LLB), Trinity College Dublin. First year: 2:1 (69%)

|  |
| --- |
| **Work Experience** |

**October 2021 – present: The Merrion Inn, Ballsbridge, Waitress**

* **In this role, my primary duties involve:**
* Taking orders and serving food/drink.
* Training new staff members.
* Ensuring customer satisfaction at all times.

**January 2023: A & L Goodbody, Dublin 1, LawStart Programme**

* **In this role, my primary duties involved:**
* Shadowing a trainee solicitor in the Finance Department.

**January 2023: William Fry, Dublin 2, WFirst Programme**

* **In this role, my primary duties involved:**
* Shadowing a trainee solicitor in the commercial litigation department.
* Legal skills workshop.

**October 2022: Weil, Gotshal & Manges, Private Equity and Finance Virtual Programme:**

* **In this role, my primary duties involved:**
* Completing tasks in simulated matter.
* A 5 minute presentation of my research.

**May 2021 – September 2021: Mount Merrion Medical Clinic, Mount Merrion, Receptionist**

* **In this role, my primary duties involved:**
* Answering the phone – booking appointments.
* Managing payments.
* Checking patients in/out – maintaining patient satisfaction.
* Exercising discretion given patient confidentiality.

**February 2019: Arthur Cox, Dublin 2, Work Experience Week**

* **In this role, my primary duties involved:**
* Legal research on sample matters.
* Attended the Criminal Courts and wrote a case report.
* Completed a group project at the end of the week.

|  |
| --- |
| **Voluntary Work** |

* **October 2022 - present:** I am part of my university’s Cancer Society and have helped to organise events to fundraise for the Irish Cancer Society.
* **September 2022:** I am part of my university’s peer mentorship programme for this year. I have organised regular meet-ups with my first year buddies and am in constant correspondence with them.
* **May 2021:** I volunteered to join my school’s campaign to raise money and awareness for Pieta House. Helped organise a coffee morning which raised in excess of 1000 euro.
* **February 2019:** I spent a week helping at the Capuchin Day Centre in Dublin City Centre, where I served food and cleaned tables.
* **November 2018:** I spent a week at the Royal Hospital, Donnybrook assisting the staff there with patients and any tasks they required me to do.

|  |
| --- |
| **Skills** |

* Completed the ECDL computer course – experienced using Word/Excel etc.
* Strong French and Irish.
* Junior Analyst on the Student Managed Fund in the Communication sector - ability to carry out equity analysis and investment risk management.
* Keen public speaker/ debater – reached national debating finals, achieved 1st class honours in Effective Communications Course and also participated in university mock trials/commercial negotiations.

|  |
| --- |
| **Hobbies/Interests** |

* **Hockey** – I played hockey throughout secondary school and reached many Leinster School Finals, being vice-captain. I currently am a committed member of Pembroke Hockey Club, joining regular training sessions and playing on a weekly basis in the league.
* **Tennis –** I enjoy playing tennis where I am a member of Elm Park Tennis Club. In 2021, I was elected to the Junior Tennis Committee where I helped organise numerous tournaments in the club.
* **Flute –** I reached grade 7 in my flute exams and have played the flute and recorder since I was 8 years old. I was a devoted member of my school’s orchestra where we won the Wesley Feis in 2020.
* **Drama –** I am involved in the DU Player’s society, where I have assisted in the production and marketing sides of shows, most recently the ‘Late’ and ‘Green Rock’ productions.
* **Reading –** I particularly enjoy crime thrillers.
* **Watching period dramas**
* **Travelling**

**Employer Reference:** The Merrion Inn - Paul Carroll: +353 87 262 0914

Mount Merrion Medical Clinic – Brendan Geraghty, practice manager: +353 86 240 6469