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**January 30, 2024**  
**Flynn O'Driscoll**

RE: Summer Internship

Dear Hiring Manager,

Please accept this letter as an expression of my interest in applying for an Internship. I am a highly motivated and progress-focused final-year student pursuing a Bachelor of Civil Law at the University of Galway.

Throughout the course of my career, in both corporate and hospitality settings, I have perfected my administrative support and monitoring compliance abilities. I am a capable and consistent problem-solver, skilled at prioritizing and managing multiple projects with proficiency.

In my previous role as a Corporate Secretarial Intern, I contributed my ability to evaluate laws and regulations to ensure Clients' compliance. I am progressive-minded and aim to always be in tune with new developments. I have proven to be effective and collaborative with strong time-management talents. I enjoy coordinating activities with others to achieve a common goal.

I have long admired Flynn O'Driscoll's dedication to volunteer and Pro-Bono work. Working for a firm with a strong emphasis on charity partnerships I would find personally fulfilling, as it allow me to contribute to positive social change while pursuing my legal career. For the past six years I, alongside my family have volunteered with our local Tidy Towns, positive change to my community is something I hold dear to me.

I am also an avid runner, having competed in both 5 and 10km races, I am currently training for a half marathon. Seeing Flynn O'Driscoll placing such importance on employees health and well being, further cements my interest in this firm as I, alongside most, wish to show up to work as my best self every day and it is through volunteering and exercise that I realise this wish.

My enclosed CV expands on my key skills, which include leadership, communication, and interpersonal skills, and also contains details about my academic achievements to date. As I prepare for a career in law, I am keen to gain a deep understanding of the industry.

Thank you for your time and consideration.

Sincerely,

Katie Madden

## **Katie Madden**

A focused and driven final year student at University of Galway pursuing a Bachelor of Civil Law, on track to obtain a 2:1. Eager to take advantage of a challenging internship opportunity to put academic skills to use in real-world situations.

### Skills & Abilities

- Completed GDPR and AML Training
- Proficient in Microsoft Word and Excel
- Time and Project Management Skills
- Interpersonal Skills
- Prioritisation Skills

### EXPERIENCE

#### **Supervisor, Milano**

September 2023 – November 2023

*Galway*

- Supervised both front-of-house and back-of-house staff, provided guidance to ensure a high level of performance.
- Monitored and maintained quality control for food preparation and presentation.
- Implemented and enforced company policies, procedures, and servicing standards daily.
- Facilitated in inventory management, placing orders, and ensuring delivery of correct goods for the restaurant weekly, to optimize supply chain efficiency.
- Managed customer complaints and feedback with a focus on resolution of the issue at hand and customer feedback.

#### **Company Secretary Intern, BDO**

September 2022 – September 2023

*Dublin*

- Drafted and filed necessary legal documents, such as annual returns, resolutions, and contracts.
- Maintained up-to-date knowledge of relevant laws, regulations, and best industry practice.
- Prepared and maintained statutory registers, corporate records, and board meeting minutes, ensuring data accuracy and accessibility.
- Met all filing deadlines throughout the course of the year for a portfolio of companies, updating progress with management daily.
- Researched legal and regulatory matters to support decision making.
- Responded to shareholder inquiries and managed shareholder communication.

#### **Waitress, Milano Restaurant**

September 2021 – September 2022

*Galway*

- Took food and beverage orders, noted all dietary preferences and allergies

- Managed section of eight+ tables within the restaurant, maintaining composure during busy periods.
- Administered payment transactions, processed credit card payments, ensured all cash was balanced.
- Collaborated with kitchen staff and management to resolve issues and ensure smooth service.

**Waitress, Hunters Hotel**

May 2019 – July 2021

## EDUCATION

### ***University of Galway***

Bachelor of Civil Law

Expected graduation date August 2024

#### **Final year Semester one; 63% overall;**

Land Law 1 67%

Labour Law 1 71%

Equality and the Law 64%

Commercial Law 58%

Equity Law 1 55%

**Third year; Pass**, pass/fail grading as year of completed Internship

#### **Second year; 63.5% overall**

Company Law 1 64%

Criminal Law 1 63%

Company Law 2 70%

Criminal Law 2 60%

European Union Law 1 68%

Moot Court 62%

European Union Law 2 65%

Evidence 1 58%

Information Technology Law 66%

Evidence 2 62%

Administrative Law 1 60%

Industrial & Intellectual Property Law  
64%

#### **First year; 58.7% overall**

### ***Academy of Education, Dublin***

Leaving Certificate

**Graduated May 2020**

Obtained 520 points.

Irish - H2

English - H2

Chemistry - H2

Mathematics - H4

Physics - H3

Business – H2

## LEADERSHIP

- Class representative 2<sup>nd</sup> year in college
- Class captain 5<sup>th</sup> and 6<sup>th</sup> year in secondary school
- Captain of hockey team 4<sup>th</sup> year and co-captain in 5<sup>th</sup> year

## VOLUNTEERING

- **Tidy Towns:** Improving local environment, striving to create a better place to live, work and visit over the course of the last six years.

## SOCIETY / CLUB MEMBERSHIP

- Active member of the Law Society attending all events possible.
- Regularly attend classes with the Yoga Society at University of Galway.

## HOBBIES

- Running, completed 5k and 10k races while now training for 15km/20km.
- Frequently partake in yoga and Pilates classes both in Wicklow and in college.
- Avid reader for enjoyment despite the heavy reading associated with Law.

## REFERENCES

**Available upon request**