**Maeve Hassett**

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**EDUCATION**

**University College Dublin**

***Bachelor of Business and Law Sept 2019 - Expected 2023***

* Stage 1, 2, & 3 result 2.1. Stage 1 GPA – 3.42, Stage 2 GPA – 3.45, Stage 3 GPA – 3.47
* Modules include: Contract Law, Constitutional Law, Property Law, EU Law, Law of Tort, Administrative Law, Company Law, Equity, Employment Law, Patent & Trademark Law, Financial Accounting & Business Analytics

**Ursuline Secondary School, Tipperary**

***Irish Leaving Certificate Sept 2014 - Jun 2019***

* 532/625 Points -4xH2 (Accounting, Economics, German & Home Economics)**,** 2xH3 (Mathematics & English)

**KEY SKILLS**

* Enthusiastic, flexible, hardworking and committed.
* Have the ability to work on my own, as part of a team or as a team leader.
* Presentation skills – regularly prepare and present college projects.
* Great analytical, organisational and communication skills.
* Proficient in Microsoft Word, Excel and PowerPoint.

**EXPERIENCE**

**Michael Delaney SC**

***Administrative Assistant Sept 2022 - Present***

**James O’Brien & Co. Solicitors**

***Summer Intern Jun 2021 – Aug 2021***

* Completed an eleven-week internship being exposed to many areas of the law, in particular litigation, conveyancing and probate.
* Carried out several tasks during the internship including clerical tasks, meeting with clients, preparing documents for Court, attending court offices for stamping and filing of legal documents and general administrative work. Gained experience in the court system.
* Improved interpersonal, organisational and communication skills in dealing with both colleagues and clients.

**Maman café, New York City**

***Summer Job Jun 2022 – Aug 2022***

* As part of the J1 work and travel visa for college students, worked as a server in a busy café on the Upper East side in New York City.
* Gained practical experience in the service industry. Trusted with the responsibilities of opening and closing the café, setting up cash floats and entering opening and closing cash deposits.

**O’Connor’s Kenyon Street Market, Nenagh**

***Shop Assistant Oct 2019 – Oct 2021***

* Worked as a part-time shop assistant for two years in a busy local supermarket. Cash register operator, delicatessen counter operator and member of floor staff.
* Developed communication skills, teamwork skills, organizational and time management skills.

**EXTRA-CURRICULAR**

**Volunteering**

* Active volunteer at Nenagh Ormond Special Olympic Club. Assist with coaching and training athletes (children and adults with different special needs), attending meetings and preparing paperwork for upcoming competitions.
* UCD Peer Mentor to first year BBL students in 2020/21. Received training in communication, active listening and mental health awareness. Organized online meetings with mentees to ensure their involvement in student life, despite the move to hybrid learning as a result of Covid-19.
* School voluntary work included annual fundraising for missions in Kenya and organizing a very successful fundraising event with school student council raising €8,000 in aid of the Irish Heart foundation.

**Achievements & Interests**

* Currently a contributor and sub-editor for the UCD student legal services annual journal.
* Keen hockey player, playing on the Ladies team in Railway Union Hockey Club. Active member of the Senior A hockey team in fifth and sixth year, holding the position of Co-captain of the Senior A in sixth year.
* Public Speaking and Effective Communication - first class honours in Certificate grade, awarded by the Leinster School of Music and Drama.
* Vice Chairperson of the student council in sixth year.
* Received Bronze Medal in *An Gaisce President’s Award*.