

**Applicant Name:** Maitiú Breathnach

**Education**

2019– ongoing: U.C.D, Law (BCL)  
2013 – 2019: C.U.S, Leeson Street, Dublin 2.

**Work Experience**

**July 4<sup>th</sup> – 25<sup>th</sup> July 2022 Byrne & Wallace (Legal 500 firm) Third Level Work Experience**

Responsibilities:

- Efficiently processing and distributing mail
- Thoroughly proof-reading legal documents
- Assisting trainee solicitors with tasks such as printing and scanning as well as the compilation of bible completion indexes
- Undertook legal research and delivered summaries and reviews of key EU data protection related legislation, such as the Digital Services Act as well as medico-legal components, such as the Clinical Trials Regulation
- Attended meetings with partner and took detailed notes

Skills demonstrated: team-working, research capabilities and legal professional acumen

**August 3<sup>rd</sup> – 28<sup>th</sup> 2020 & August 2<sup>nd</sup> – 27<sup>th</sup> 2021 Beaumont Hospital Private Clinic (Professor Oscar Breathnach) Medical Secretary**

Responsibilities:

- Organising the clinic by contacting patients with their relevant consultation date and time
- Greeting the patients upon arrival and indicating when they could proceed into the consultation room
- Assisting with the billing and providing a receipt after each consultation
- Scheduling next appointments, if required
- Answering different queries on the phone, forwarding any more complex questions to the consultant involved
- All tasks were performed, while remaining cognisant of GDPR and data protection in addition to patient confidentiality

Skills demonstrated: communication, performing financial transactions and legal knowledge

**Additional Skills**

Organisational: Experienced at managing time and prioritising tasks to accomplish projects and meet deadlines.

IT: Proficient user of Microsoft Word, Access, Excel, PowerPoint and email as demonstrated through receiving a European Computer Driving License (ECDL) certificate (registration number 66784/182)

Interpersonal: Strong team working, leadership and supervisory skills through group work at college and also through committee involvement (see below)

**Society Committee Involvement**

**Secretary of UCD Newman Society (2022-2023)**

Responsibilities:

- Acting as a first point of contact between members of the society and the committee
- Drafting and sending emails informing members of the details of the weekly events of the society
- Answering email queries pertaining to existing society members or those wishing to join

- Ensuring that member's data is processed in line with GDPR
- Liaising with other societies for collab events
- Organising committee meetings and taking minutes for each meeting

### Personal Interests:

- Swimming
- Hill-walking
- Reading

### **Volunteering:**

2019 – 2023 - Part-time carer for my grandfather, paying weekly visits to his house to Hoover, deliver and cook food and to chat with him to combat social isolation

2016-2019 – Involved with school St. Vincent de Paul society (secretary in 2017)

2017 – Personally raised over €5000 for school Philippines mission/charity trip

2017 - Seanchara Community Care Unit, Glasnevin (helping Nursing staff with patient recreational activities; weekly x 12)

2017- Capuchin Day Centre (distributing food to the homeless; general help; 1 week)

2017 - Royal Hospital Donnybrook (helping with Nursing staff with patient recreational activities; 1 week)

### **Awards and Distinctions**

2019 – Sebastian Barry Creative Writing Competition

2019 – Excellence in Irish Award, C.U.S.

2017 – Sarsfield Hogan Award in Spanish (C.U.S.)

2017 – UCC Historical Project Award: The Decade of Centenaries All-Ireland Competition

2017 – Gaisce: The President's Award

2017 – Young Social Innovator Certificate of Recognition

2017 – St. Vincent de Paul Certificate of Achievement

2016 – European Youth Parliament, Dublin.

2016 – UCD L&H Junior Debating Competition

2013 – 2019: Yearly academic award for Top 3 students in C.U.S.

### **Law certificates obtained**

2022 – UCD Set for Success Skills Programme for Law Students Certificate of Completion (commercial awareness, networking and creative problem solving)

2023 - National Institute of Health (NIH) Clinical Trials Network Certificate of Completion (in recognition of demonstrated knowledge of areas such as informed consent, confidentiality & privacy in addition to documentation & record-keeping)

### **Publications**

2022 – Three stage capacity/consent process for systemic anti-cancer therapy. Concept and design leading to an oral presentation at the Annual Meeting of the European Society of Medical Oncology / European Oncology Nursing Society.

[https://www.annalsofoncology.org/article/S0923-7534\(22\)02204-9/fulltext](https://www.annalsofoncology.org/article/S0923-7534(22)02204-9/fulltext)

### **References**

1. Seán Hurley, Senior Regulatory Lawyer (Inquiries and Investigations), Data Protection Commission (formerly part-time lecturer in UCD), +353 83 346 1221, Seanhurley1265@gmail.com
2. Mr. Hugh Brett, 4<sup>th</sup> Year Head, The Institute of Education, 79-85 Lwr. Leeson Street, Dublin (formerly of C.U.S, Leeson Street).