***Education***

**Trinity College Dublin September 2021 – September 2025**

*LL.B. in Law (Single Honours)*

* 65% (2.1) overall average in 2nd Year.
* 61% (2.1) overall average in 1st Year.
* Undertook a single-semester exchange to Osgoode Hall Law School, Canada from September 2023 to December 2023.

**Mercy Secondary School, Tralee September 2015 – September 2021**

*Leaving Certificate*

* 601 points.
* Maths (H1), Accounting (H1), Economics (H1), History (H1), English (H2), German (H2), Irish (O3).

***Experience***

**SouthDoc, Killarney July 2021 – January 2024**

*Administrator, Service Lead, and Receptionist*

* Project Lead for the development of SouthDoc’s Director’s Handbook, the digitalisation of SouthDoc’s physical records management system, and the interim membership audit in Winter 2023/24.
* Audited General Medical Scheme claims by Member GPs and approved payments.
* Assisted the General Manager in drafting circulars, letters, and responses to Parliamentary Questions regarding the service.
* Service Leader based in SouthDoc’s Call Centre during service delivery hours responsible for the smooth delivery of service for staff and patients and resolving any issues as they arose whilst on duty.
* Receptionist in Treatment Centres where I welcomed patients and handled payments, as well as assisted GPs in their work when necessary.

***Skills, Licenses, and Certifications***

**Computer Skills**

* Microsoft 365 and Spectrum GP Software.

**Licenses**

* Full Class B Irish Driving License.

**Certificates**

* Heartsaver CPR AED Certificate issued in September 2022.
* Portable Appliance Testing Certificate issued in July 2022

**References available on request.**