**EDUCATION**

**University College Dublin Dublin, Ireland**

*Bachelor of Business and Law (BBL)* 2021-Present

* Planning to Specialise in Law with a focus on Commercial Law
* Predicted to graduate with a 1st class degree.
* UCD Entrance Scholar

**Relevant coursework:** Property Law, Criminal Law, Contract Law, Constitutional Law, Tort Law, Employment Law, Patent law.

**Clonkeen College Dublin, Ireland**

Irish Leaving Certificate 2015-2021

* Studied Maths, Irish, English, History, French, Biology, Accounting
* Achieved 577/625 Leaving Certificate Points
* Received Academic Achievement Award in 2016 and 2018, Competed in Junior and Senior football, represented the school at the Leinster Track and Field events, competed in the Secondary Schools National History Quiz, Member of the Student Council.

**PROFESSIONAL EXPERIENCE**

**Haddington House Dublin, Ireland**

* *Bar Supervisor,* Aug 2022-Present
* Provided a high level of drinks service while maintaining an efficient process to ensure customer satisfaction.
* Work as part of a team in a high-pressure environment in order to ensure the smooth running of operations.
* Engage with customers in order to cater for their needs and wants while maintaining a high level of customer service and satisfaction.
* Supervise bar team ensuring responsibilities are carried out.
* Responsibilities included the cashing out of tills and recording of sales on POS systems.

**OSH Construction Ltd. Dublin, Ireland**

* *Administration Assistant, Accounts* July 2019-Present
* On a part time basis, I maintained a detailed account of the purchases and sales of the company while also determining the relevant rates of VAT and the level of VAT returns.
* Created and maintained a logical filing order to ensure compliance with section 258 of the Companies Act.
* Contributed to ensuring smooth relations between the company and its suppliers through the efficient invoice issuing and payment process.

**UCD Student Legal Service Dublin, Ireland**

* *Legal Advisor* September 2022-September 2023
* Worked alongside a chartered account in their day-to-day activities interacting with clients.
* Collected and recorded VAT receipts from customers.
* Filed and sorted client’s files into the correct location.
* Partook in the day-to-day workings of the small business tax team.

**Courts Service**

* *Work Experience Placement* February 2018
* Attended and analysed judicial proceedings in both the Central Criminal Courts and the High Court.
* Witnessed the day to day running of the Courts Service, to include the selection of jury’s process and the

necessary protocols followed in the judiciary system.

* Engaged with Solicitors and Barristers on many aspects of the legal world gaining insight into the

preparation for court and the daily working life of a legal professional.

* Participated in a one-day mock trial, representing the judge in the case.

**SKILLS AND ACHIEVEMENTS**

* **Languages:** English (Native), French (competent), Irish (Competent)
* **Computer:** ECDL (European Computer Driving Licence) Certification, Training on the Bloomberg Terminals, Proficiency in Microsoft Excel, PowerPoint and Word.
* **ADDITIONAL INFORMATION:**
* **Interests:** Football, Travelling, Tidy towns, Cooking.
* **Certificates & Achievements:** Bloomberg Market concepts, School Certificate of Excellence (2020), Certified Red Cross First Aider, Clonkeen Academic Achievement Award 2016 & 2018.
* **Competitive Sport:** HaveCompeted forthe last twelve years for my local football team, winning the Dublin league twice. Competed in the Leinster Track and Field event four times.
* **Extra-Curricular Activities:**

**o** Keen interest in powerlifting, competed in first competition in 2023.

**o** Completed full training with the Student Legal Service and then provided legal advice to students on an ongoing basis throughout the year at weekly meetings.

**o** Competed in the McCann & Fitzgerald Annual Negotiation Competition.

**o** UCD Law Society.