

Susan Mary Macken

Doorath, Kilmaine, Claremorris, Co. Mayo

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EDUCATION

University of Galway (NUIG):

Bachelor of Law and Business

Sept 2019 – May 2023

Grade Average 67%

Final Year:

Land Law (70%), Law and Innovation (72%), Legal and Business Ethics (72%), IT Law (64%), Commercial Law (65%), Equity Law (58%), Housing Law and Policy (TBC), Law and Analytics (TBC), Criminology (TBC).

Thesis Topic: Should Ireland Embrace the European Union Artificial Intelligence Act?

2nd Year:

Company Law (75%) (64%), Moot Court (75%), Criminal Law (66%) (58%), EU Law (72%) (65%), Macroeconomics (64%), Microeconomics (68%), Management Accounting I (59%), Employment Relations (68%), Management (68%).

1st Year:

Contract Law, Constitutional Law, Tort Law, B.I.S., M.I.S., Financial Accounting, Management Accounting, Legal Research.

Leaving Certificate:

Yeats College, Galway

Oct 2017 – June 2018

Total Points – 431

LEGAL EXPERIENCE

3rd Year: Legal Internship

Philip Lee LLP – Corporate, Litigation, Immigration and Pro-Bono Department.

Sept 2021 – May 2022

Responsibilities:

- Extensively researched and drafted memorandums answering questions posed by Associates and Partners regarding domestic and international statutory provisions, case law, and procedural practices.
- Compiled and organised books of authority, evidence, and pleadings for ongoing litigious actions.
- Proactively participated in client meetings, maintained documentation, and updated minutes.
- Reviewed, amended, and correlated numerous contracts for high profile commercial transactions.
- Interpreted and relayed relevant updates and questions for clients in clear and concise language.
- Attended the Central Office of the High Court filing relevant case material in a professional manner.

Achievements:

- Assigned the role of team buddy to train 4 newly recruited interns in the litigation department.
- Conducted a presentation for the data protection team regarding legislative reform in a relevant sector.
- Assisted Pro-Bono Programmes alongside the Department of Justice and Irish Refugee Council.
- Updated the corporate department on recent legal news and closing of significant transactions at quarterly meetings.

WORK EXPERIENCE

Farm Labourer & Relief Milker

Macken Dairy Farm, Kilmaine, Co. Mayo

Feb 2015 – Present

Casual/Full Time

Operates milking equipment for 180 cows. Dependable to feed animals, administer medication and ensures adequate bedding. Supervises health, safety, and sanitation requirements. Works effectively with family members, vets, and other farm hands.

Front Desk Receptionist

Kingfisher Club, Sports Centre, University of Galway

Sept 2020 – Sept 2021

Part/Full Time

Marketed and sold memberships, amended subscription periods during lockdowns. Observed sterilization of the gym environment. Performed administration and acted as intermediary to management. Organised children's swimming lessons and summer camp.

Christmas Retail Assistant

Vero Moda, Eyre Square Centre, Galway

Nov 2019 – Jan 2020

Seasonal Contract

Front Desk Receptionist

Maldron Hotel Sandyroad, Galway

Jan 2019 – Nov 2019

Full Time

Commended on TripAdvisor for guaranteeing enjoyable stays. Checked guests in and out, managed associate departments, guest enquiries and complaints in person, via email and phone. Processed billing and reservations on OPERA for accurate data capture.

Christmas Retail Assistant
Pandora Jewelry, William St., Galway

Nov 2018 – Jan 2019
Seasonal Contract

Front Desk Receptionist, Switchboard Operator, Concierge
Ashford Castle Hotel, Cong, Co. Mayo

June 2018 – Sept 2018
Summer Contract

SKILLS

Technical

- Completing UCD Certificate in **Python Programming**
- **Data Analytics** – Advanced Google Certificate
- Proficiency in **MS Office** – Word, Excel, PowerPoint
- Accredited **Lexis Nexis Research** Certificate
- Outlook **iManage**, Pdf Docs, **DocuSign**, Keyhouse
- Full Clean Drivers Licence

Teamwork

Possesses great commitment to team environment dynamics, contribution of expertise and following leadership directives when appropriate. Illustrated by experience working on large retail teams during a high-pressure shopping season and involvement in multiple volunteer efforts. Leadership talents also emphasised by successful delegation of tasks in presentations and creation of a legal app in group work modules resulting in 1.1 grades and 2 elections as class rep.

Transferable

Communication

Excellent written and communication talents strengthened through customer service in hospitality. Legal writing improved by attendance at the college academic writing centre for lengthily assignments. Active listener with ability to take careful instruction. Confident, articulate, and professional speaking abilities utilised in Moot Court.

Problem Solving

Tackles unexpected challenges with a positive, empathetic ‘can-do’ attitude. Uses a myriad of techniques to address an unwanted situation by analysing the causes, generates alternative interventions, evaluates the best solutions at hand and assesses effectiveness for further improvements. Amended step-plans for a complex transaction to transfer documents more efficiently with reduced staff capacity.

ACHIEVEMENTS

- Elected Student Union **Class Representative** of 2nd and 3rd year Law & Business (2020 – 22)
- Placed 3rd in the Matheson/Tom O’Malley **Moot Court Competition** (2021)
Adjudicated by High Court Judge Tony O’Connor on the concept of consent under ‘R v. Lawrence’
- Appointed Events Manager of the newly established University of Galway **Law Review** (2020 – 21).
Hosted discussions revolving legal evolution/revolution and importance of student commentary
- **Volunteered with VSA in Uganda, Africa** teaching English and Business (2019)
Fundraised €5,000 for school uniforms and infrastructure for clean running water
- National Finalist in **AIB Build a Bank** Competition (2016) *Internet Banking Category*
- Awarded 1st Place in TYPE School of Physics/Maths Competition (2016) *Trinity College Dublin*

INTERESTS

Choral Singing:

- **First Soprano in Galway City Chamber Choir**
Claddagh Choral (2021 – 2023)
Travelling to Japan in conjunction with SING Ireland and MOC2 Broadcasting (2024)
- Vocally Trained with **Mayo Music Academy**
Grade IV Royal Irish Academy of Music (2018)
- **Choral Society** NUI Galway (2019 – 2021)
PRO and Events Manager
- **Summer Virtual Music Festival** NUI Galway (2020)
Assistant Project Manager Dawn Chorus Initiative

Reading

- Enjoys reading non-fiction and current affairs.

Sport

- Membership with Snap Fitness Gym, Galway (2023)
- Currently working towards PB in 5km run
- **Achieved 11 AAI Track & Field Medals**
Long Distance and Cross-Country Running
Claremorris Athletic Club (2013 – 2018)

Volunteering

- **St. Vincent de Paul, Claremorris**
Covid Volunteer (May – September 2020)
- **Mindspace Mental Health Mayo**
Organised Valentine’s Day Fun Run Clare Lake €4,000
Climbed Croagh Patrick raising €1,400 (2017 – 2021)
- **Blackhall Calcutta Run** Tag Rugby (2022)

REFEREES

Available on Request