**Tom Griffin**

**Personal Details**

**Name:** Tom Griffin **Address:** 25 Primrose Hill

**Telephone:** 0830617199 Celbridge

**Email:** griffintom79@gmail.com Co. Kildare

**Education**

**Third Level**

**University College Dublin (September 2023 - Present)**

I am currently studying a 1-year LLM programme in International Commercial Law provided for by University College Dublin - **Current GPA** – 3.53

**Some of my grades include:**

Data Protection & Privacy – B+

International Competition Law – A-

Advanced Issues in EU Competition Law – B-

**National University of Ireland, Maynooth (September 2018 – May 2022)**

Graduated from a 4-year LLB undergraduate law degree with a second class-honours (2.1) from the National University of Ireland. Overall awarded mark of 62.7%

**Second Level**

**Salesians College Celbridge (August 2013 – June 2018)**

**Leaving Certificate 2018 -** 466 Points total

**Work Experience**

**Banking/ General Administration**

**KPMG** (August 2022 – March 2023)

**Position:** Data Analyst (KMS unit)

**Duties:**

As a Data Analyst at KPMG, I worked on an AIB based banking project known as the Amalfi project. The project regarded the transfer of Ulster Bank’s commercial and corporate loan book which had recently been purchased by AIB, and I was based on the securities team. I was contracted with the client in AIB Central Securities 5 days a week and my main responsibilities included processing & approving the mortgages, debentures, Guarantees, Assignment of Life policies, & other types of securities from Ulster Bank customers, as well as reviewing records on the AIB securities database, and ensuring that they have been set up correctly, and amending the records if they have been set up incorrectly. During the project, my team would have bi-weekly meetings with a partner in the KPMG managed solutions unit to inform them with project updates.

**Customer Service/Hospitality**

**The Duke & Coachman/ Mischief Nightclub, Maynooth** (September 2018 **-** November 2019)

**The Cliff at Lyons Hotel** (November 2019 – August 2022, March 2023 – Present)

**Position:** Bartender/ F&B Assistant

**Duties:**

During my roles in hospitality, I have acquired a high level of leadership responsibilities as an experienced team member. This includes completing end of day cash-up/ revenue reports, dealing with customer complaints, and a general supervisory role over the bar team. Additionally, my general responsibilities have included taking drinks orders from guests, preparing cocktails and drinks for guests in bar and restaurant, cleaning bar and floor, etc. During my time-period at the Cliff at Lyons I have also worked as a waiter and as a host for the restaurant and have worked functions and weddings. My hospitality working commitments generally have depended on my university workload and have ranged from 10 to 60 hours per week.

**Skills**

* Maths, counting and calculation.
* Communication, leadership, and problem-solving.
* Customer service skills.

**Personal Achievements/ Extra-Curricular Qualifications**

* Second year sportsperson of the year award in 2014 in Salesians College Celbridge.
* Sportsperson award in Colaiste Sheosaimh gaeltacht in 2014.
* Cyber Security Global Virtual Internship Programme online at Clifford Chance (May 2021).
* Commercial Law Virtual Internship Programme online at Matheson (June 2023).

**Interests & Hobbies**

* Reading
* Fitness
* Cooking

**References -** Available on request.