CURRICULUM VITAE

**AIFRIC MADDEN**

# PERSONAL STATEMENT

Following the completion of my Business and Law degree in June 2020, I wish to pursue a career in the legal profession. I have a keen interest in many areas of law, particularly Litigation and Commercial law. By combining both business and law in my studies, I have the opportunity to study two equally challenging and relevant disciplines. Therefore I feel I am developing the requisite knowledge and skills associated with the legal profession. I am applying to Arthur Cox as the firm has cemented itself as the top commercial law firm in Ireland and it would be an honour to complete my traineeship with your firm. .

# EDUCATION

 **University College Dublin - Bachelor of Business and Law Degree (2016- 2020)**

Current GPA: 3.63 (2:1)

Ranking: 21/81 students

**Mohill Community College – Leaving Certificate (2010-2016)**

525 points

# EMPLOYMENT

**AMOSS Solicitors - Legal Intern (June 2019)**

* Legal intern in the Insurance Defence Department.
* Presented to the team on occupier’s liability following a research project.
* Prepared for and assisted with a number of personal injury claims and High Court cases
* Carried out research for a number of litigation cases
* Carried out general office administration

**Collins Crowley Solicitors Office - Legal Intern (March 2018)**

* Legal intern in the Litigation Department
* Attended client meetings and settlement talks
* Drafted legal documents
* Prepared for personal injury claims heard in the Circuit Court and the High Court
* Attended court and prepared attendance notes

**Club 360, The Landmark Hotel - Waitress (June 2016 – present)**

* Collecting and serving drinks
* Eliminating spillages, broken glasses and other hazards
* Health and safety responsibilities
* Liaising with customers

**Cartown Nightclub - Waitress (January 2016 – present)**

* Supervising underage customers
* Health and safety responsibilities
* Managing the cloakroom
* Serving non-alcoholic drinks
* Toilet maintenance

**Lough Rynn Castle Hotel - Housekeeper (May 2015 – May 2018)**

* Maintained all customer areas in excellent order in accordance with hotel policies.
* Responsible for maintaining and ordering supplies and bathroom products
* Assisted guests with housekeeping requirements
* Responsible for training new housekeeping staff

**Childminder (2018– present)**

* Supervising and monitoring the children
* Responsible for school drop-off and collection
* Organising activities and trips
* Supervising and assisting with homework
* Developing schedules and routines
* Responsibility for preparing meals

# KEY SKILLS AND COMPETENCIES

* Hard working and goal orientated
* Confident, outgoing, excellent social skills
* Flexible and adaptable team player
* Excellent memory and attention to detail
* Exceptional commitment to accomplishing tasks in a competitive environment
* Experience of working under pressure and to tight deadlines
* Excellent organisational, analytical, communication and strategic planning skills

# INTERESTS AND ACHIEVEMENTS

* Interested in sports (Connaught Champions, U-13 Basketball 2011, former captain of Mohill Community College Basketball team, UCD Basketball Team).
* Keen interest in personal fitness, attend fitness classes, swimming & gym regularly.
* Recipient of Junior Certificate Business Award from University College Galway
* Keen interest in music and completed up to Grade 6 in the Royal Irish Academy of Music
* Received the Gaisce (President’s) Award in Secondary school
* Selected as a candidate for Leitrim Rose of Tralee 2017
* Participated in the organization of fundraising cycles for the Volunteers in Irish Veterinary Assistance and raised €235,000 since 2006.
* Completed a manual handling course in 2017

# REFERENCES

* Mr Jerry Collins, Partner, Collins Crowley Solicitors, 28 Lower Bridge Street, The Liberties, Dublin 8 (+353862572558, jcollins@ccsolr.com)
* Ms. Una Duffy, Principal and Secretary to the Board of Management, Mohill Community College, Convent Lane, Shannagh, Mohill, Co.Leitrim (+719631208)
* Ms. Hazel Tuthill, Principal, Hunt National School, Castle Street, Mohill, Co.Leitrim, (+353879714298, hazeltuthil@gmail.com)
* Mr John Kelly, Owner of The Landmark Hotel, Carrick-on-Shannon, Co.Leitrim, (+353876455555, johnkelly@thelandmarkhotel.com)

# PERSONAL DETAILS

**Address**: Clooncoe House, Lough Rynn, Mohill, Co.Leitrim
**Mobile**: +353-892384460
**Email**: aifricmadden13@gmail.com