**Ailbhe Ó Faolain**

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**Education**

**University College Dublin, Belfield, Dublin 4 2014- Present**

Degree: Bachelor of Business and Law, Final Year student

GPA: 3.5/ 4.2 (2.1 Equivalent)

Relevant modules: Company Law, Competition Law, Intellectual Property Law,

Relevant presentation: “*Gender Quotas in the Workplace”*:Quinn School of Business, Nov 2016

**Alexandra College, Milltown, Dublin 6 2008-2014**

Leaving Certificate points: 550

Relevant subjects: English (A2), Economics (A2), History (B1)

Academic Achievements:

* Presented with Academic Excellence Award by Alexandra College in respect of my Leaving Certificate results
* Book Prizes: History (2014), Economics (2014), French (2013).
* Presented with Academic Excellence Award by Alexandra College in respect of my Junior Certificate results

**Employment History**

**Legal Intern: Augustus Cullen Law, 18 Bow Street, Dublin 7 Jul 2017- Sept 2017**

Worked as an intern in the Medical Negligence Department in Augustus Cullen Law. I was also given exposure to the Property and Litigation Departments within the firm

* Ensured legal documents were prepared and handled in a timely and efficient manner in order to comply with appropriate deadlines.
* Liaised with clients and enhanced client relationships in person and by phone with sensitivity and confidentiality.
* Accurately and expeditiously transcribed various legal documents for solicitors.
* Re-organised the firm’s filling system, significantly enhancing the fee earner’s ability to find information they require quickly and efficiently

**Digital Marketing Intern: The Essential Organisation, South Circular Road, Dublin 8 Jun 2015- Aug 2015**

The Essential Organisation is a company which specialises in providing legal guidance to individuals and charities involved in personal injury or medical negligence disputes.

* Managed and updated the company’s database and CRM systems.
* Took over content creation for the company’s social media accounts, including the organisation of cross-platform content strategies
* Prepared presentations and weekly reports for management.
* Communicated effectively with clients in order to ensure customer satisfaction and business growth

**Other Experience**

**Waitress: Chart House, Pier 39, San Francisco May 2016- Aug 2016**

* Adapted to roles as a waitress, bartender and banquet server as required in a dynamic, high-end restaurant.
* Worked cohesively within a team to deliver consistent and excellent customer service and motivate fellow employees.
* Welcomed and engaged with customers to develop rapport, assess their satisfaction with the service and to elicit feedback for staff and management.

**Grinds Teacher Jan 2015- Jan 2017**

* Tutored second level students in French and Irish throughout my undergraduate degree
* Tailored lesson plans to suit the needs and fluency of each student
* Monitored student performance and identified problem areas to ensure continuous engagement and improvement

**Volunteering**

**Volunteer: The Hope Foundation Jun 2014**

* Travelled to Calcutta, India to engage in volunteering work with The Hope Foundation.
* Worked as a teaching aid in slum schools and orphanages.

Closer to home, I am actively involved in the Saint Vincent de Paul in UCD and Down Syndrome Ireland.

**Skills**

* **Languages:** Excellent fluency in French and Irish and conversational Spanish.
* **IT:** Proficient in Microsoft Word, PowerPoint and Access owing to a heavy emphasis on them in my coursework

**Interests and Achievements**

**Positions of Responsibility Held:**

* Cinnire in Coláiste Lurgan (2013, 2012)
* Assistante in Euro Languages French College (2013)
* Class Representative (2012)
* Captain of the Senior Irish Debating Team (2014)

**Achievements:**

* Vice Captain of the Senior Basketball Team (2013)
* Distinction in Effective Communication and Public Speaking Exam as adjudicated by the Leinster School of Music and Drama (2012)
* Hermione Art Student of the Year (2012)

**Interests:**

* **Travel:** Selected to study abroad in Universitat Pompeu Fabra, Barcelona as part of my sixth month Erasmus programme in my penultimate year. I have also previously lived in Geneva and Montpellier.
* **College Societies:** Heavily involved in Student Legal Service as an adjudicator for the Junior and Senior Negotiation Competitions and a previous competitor. Participant in a number of college activities including Tag Rugby, Erasmus Student Network and French Soc.

**Referees**

Work Reference: Academic Reference:

Maura Barry Suzanne Egan

Office Manager at Augustus Cullen Law Assistant Professor

18 Bow Street, Sutherland School of Law

Smithfield Belfield,

Dublin 7 Dublin 4

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