

Aileen Duggan

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Education

2014-2018 **Bachelor of Civil Law** **University College Dublin**

Overall GPA: 3.70 (1.1)

Class Ranking: 3rd out of 35

Relevant Modules: Commercial Law (A-), Employment Law (A-), Company Law (B+), Property Law (B+) and Intellectual Property Law (B+)

March-July 2017 **Study Abroad** **University of Auckland**

Overall GPA: 2.1

Relevant Modules: Aviation Law (A), Law and Information Technology (B)

2008-2014 **Leaving Certificate** **St. Mary's Secondary School, Nenagh**

CAO Points: 510

Subjects: Irish, English, Maths, German, Geography, Agricultural Science, Biology

Employment Experience

Summer 2017 **Legal Intern** **Cosgrove Gaynard Solicitors**

- Interned in the areas of Property Law, Commercial Law and Litigation
- Attended court in relation to personal injury litigation
- Scheduled title deeds, drafted letters and duplicated important legal documents
- Worked as a legal secretary for two weeks. This involved general administration work including answering phones, dealing with client queries and doing the DX and post every morning and evening

2012-2016 **Part-time Sales Assistant** **Cleary's Daybreak**

- Served customers on the cash register
- Performed safe drops of large amounts of money
- Dealt with customer queries and complaints and followed through to ensure customer satisfaction
- Trained in three new members of staff

Summer 2015 **Au Pair** **Spain**

- Three months teaching English to children aged eight and ten in the Basque Region of northern Spain
- Set out detailed lesson plans
- Facilitated English learning for the parents in an informal setting

2014-2015

Assistant Camogie Coach

Nenagh Eire Og

- Coached u14 and u16 camogie teams
- Mentored the players, selected teams and planned training sessions ahead of championship competitions

Interests and Achievements

Sport

- Member of Nenagh GAA Club as a camogie player at senior level. Coached players aged 12-16 years
- Awarded county medals for my club at minor and intermediate levels and All-Ireland medals at under 16 and minor level with the Tipperary camogie team
- Tag rugby in UCD
- Horse-riding. Competed in hunter trials and show jumping events until Leaving Certificate year

Volunteer Work

- UCD Peer Exchange Adviser. Gave presentations on UCD's study abroad programme and advised students interested in studying abroad
- Volunteer for Relay for Life from 2012 to 2016. I have helped organise the Candle of Hope Ceremony in Tipperary

Skills/Courses

- Expd8 filing system
- ECDL Foundation Programme completed in 2012. Modules included Word Processing, Spreadsheets, Presentation and Web Browsing/Communications
- Completed the HACCP food safety course in 2012 and passed with Distinction
- Achieved certification in Occupational First Aid in 2012
- Obtained my level one GAA coaching course in 2014

References are available on request.