**Aileen Fitzmaurice**

**Castleplunkett, Castlerea, Co Roscommon**

**Phone: +353 87 9824769 Email:** **aileeenfitzmaurice@gmail.com**

**Education:**

**Law Plus with Economics Student 2012 - 2016**

*Current degree – 1st Class Honours*

Core Modules:

|  |  |  |
| --- | --- | --- |
| Contract Law | Criminal Law | Public Finance |
| Company Law | European Union Law | EU Economic Environment |
| Equity and Trusts | Constitutional Law | Ireland in the World Economy |
| Land and Property Law | Law of Torts | Intermediate Microeconomics |

Final Year Project: Currently completing a group lawyering project the main focus of which is to present to members of the community, in lay-mans terms, about Succession law.

Castlerea Community School 2008 – 2012

*Leaving Cert Points Achieved - 500*

**Professional Experience:**

**Claims Processor/Intern - Allianz PLC, Dublin 08/2014 – 01/2015**

* Specifically assigned to the Pet Claims team, although I used my initiative to seek work from the Personal Injury Claims division as it was more pertinent to my studies.
* I enhanced my communication skills through dealing with policyholder queries and participating in team meetings.
* I improved my financial management skills as I made payments to policyholders and delivered spreadsheets based on payment audits to the General Claims Manager on a monthly basis.
* I worked within strict time constraints to gather and process all the relevant info to pre-authorise insurance claims.
* My knowledge of Tort Law was deepened as I also analysed and provided estimates for personal injury claims.
* Liaised with the in-house solicitors.

**Intern - Mary Mullarkey Solicitors Office, Castlerea, Co Roscommon 01/ 2014 – 02/2014**

* I attended and took notes in collaborative lawyering negotiations, deepening my family law knowledge.
* Reviewed and liaised with other solicitors and barristers in relation to one of the high profile personal injury cases against Harley Medical Centre.
* Prepared and bound documents for court sessions.
* Accompanied the solicitor on prison visits.
* I reviewed files for outstanding payments, lodged cheques and closed files, improving my organisational skills.

**Other Work Experience:**

**Waitress/Bartender - Schooners Bar and Restaurant Cape Cod, Massachusetts 05/2015 – 08/2015**

* Competently communicated and co-operated with my fellow waitresses, chefs, bussers, hosts and managers. The workplace consisted of a myriad of cultures henceforth improving my communicative skills with different nationalities.

**Au Pair - New York 06/2014 – 08/2014**

* Responsible for the care of two children while travelling internationally.

**Waitress - The Keg Room Bar and Restaurant, New York 06/2013 – 08/2013**

* Enhanced my dispute resolution skills by handling customer queries.
* Maintained 100% accuracy on all customer orders taken in a fast paced work environment.

**Waitress - The Riverdale Steakhouse, New York 06/2013 – 08/2013**

* Worked effectively as part of a team, strengthening my ability to co-operate.
* I also was responsible for training new staff members on the job.

**Waitress - O’Connor’s Bar and Restaurant, Co Roscommon 11/2012 – 05/2014**

* Improved my ability to carry out multiple tasks simultaneously, under onerous time constraints.
* Strengthened my financial management skills as I dealt with large amounts of cash when completing the till report.

**Achievements:**

* University of Limerick Presidents List 2015/2016; represents a small number of
* CCS High Achievement Leaving Certificate Scholarship 2012
* Leaving Certificate Student of the Year 2012
* School Prefect 2011 - 2012
* Recipient of Gaisce Presidents Award 2011
* CCS Basketball Player of the Year 2011
* Junior Certificate Student of the Year 2010

**Skills:**

* IT Skills: proficient use of Microsoft Office. Also competent in i90 insurance software, Citrix, Staffware VI, and Lotus Notes.
* Legal research skills developed through the use of legal databases

**Interests:**

* Sport: Member of the CCS Basketball Team 2008 – 2012

 Member of the Tulsk GAA ladies football team 2008 – 2014

 Member of Castlerea Boxing Club 2010 - 2012

* Volunteering: Member of the Access Outreach Study Club which aims to help

students from disadvantaged socio-economic backgrounds gain access to third level education.

Volunteered for Mayo/Roscommon Hospice (2011 – 2013)

***References available on request***