**Alison Boland**

Vaynese, Whitechurch, New Ross, Co Wexford Y34 WF82

E-mail: alison.boland22@mail.dcu.ie

Telephone: +353 (0) 87 4179558

**EDUCATION**

2014 – 2018 Dublin City University - B.A. Joint Honours (Law and French) International - *Predicted to graduate with 2:1 Honours*

2016-2017 Université Toulouse Jean Jaurès, Toulouse, France - *Erasmus Year*

2008 – 2014 St. Mary’s Secondary School, New Ross, Co. Wexford

**VOLUNTEERING AND WORK HISTORY**

2007 - Present **Boland Motors New Ross** – Temporary employeeproviding holiday cover for positions such as Commercial Vehicle Testing Network centre operator, accounts assistant, HR assistant and receptionist – *Conducting transfers of vehicle ownership, providing administrative and IT support, preparing correspondence, basic bookkeeping, interacting with clients, answering their queries, placing advertisements, scheduling car-servicing and commercial vehicle testing appointments, updating used car stock lists, liaising with external HR and IT companies, assisting with employee relations, submitting claims for reimbursement for warranty repair work.*

2016 **DCU Intergenerational Learning Programme** – Volunteer Computer Skills Tutor – *Taught basic computer skills to people over the age of 55.*

**INTERESTS AND HOBBIES**

**DCU Law Society** – Frequently attends Law Society guest speaker events and workshops, was recently appointed to the editorial board of the DCU Socio-Legal Studies Review.

**Alison Boland**– **Continued**

**DCU Archery Club** - Long-serving member, recently elected to the position of Ordinary member on the DCU Archery committee, teaches bare-bow archery to new members of the club.

**Reading** - Avid reader, currently pursuing the personal goal of reading every book on the BBC's "100 Best-Loved Novels" list.

**PERSONAL QUALITIES AND SKILLS**

**Computer literate** – Holds European Computer Driving Licence in Security for IT Users, IT User Fundamentals, Word processing, Spreadsheets, Databases, Presentations, Using Email and the Internet.

**Language skills** – Has achieved a very high standard of written and spoken French.

Has reached Level C1 in communicating through French according to the

Common European Framework of Reference for Languages (CEFR) standard.

**Interpersonal skills** – Exceptional communicator and listener with superb teamwork skills. Strong experience interacting with clients and other agencies. Energetic, with a positive attitude.

**Planning and organisational skills** – Possesses notable organisational skills, capable of handling a large workload.

**Problem-solving skills** – Takes an innovative, creative, logical, results-driven and goal-oriented approach to problem-solving.

**Clerical skills** – Meticulous, with a keen eye for detail.

**REFEREES**

**Academic**

Dr. Tanya Ní Mhuirthile, Assistant Professor in Law

School of Law and Government, Dublin City University, Glasnevin, Dublin 9

Email: tanya.nimhuirthile@dcu.ie Telephone: +00353 (0) 1 700 5626

**Personal**

Ms. Geraldine Cullen, Assistant Staff Officer

Wexford County Council, Carricklawn, Co. Wexford

E-mail: geraldine.cullen@wexfordcoco.ie Telephone: +00353 (0) 53 9196387