**CURRICULUM VITAE**

**Name:** Andrea Conboy **Nationality:** Irish

**Address:** 28, The Green, **Phone No:** 087 640 4157

College Road,

Galway,

 Ireland**. Email:** conboy.andrea@gmail.com

**EDUCATION:**

***September 2012 to 2015 –* National University of Ireland, Galway**

Bachelor of Civil Law – First Class Honours Degree – 1.1

**University Scholar Award 2013**

***November to December 2002* - Galway City and County Enterprise Board**

Business Training Certificate

***September 2001 to June 2002* - G.M.I.T -** Computers with Business Applications

***1994 to 2000* - Moinin na gCiseach Community College, Galway**

Leaving Certificate with a distinction in the additional Vocational Module

**RELEVANT WORK EXPERIENCE:**

***January 2015 to May 2016 –* Legal Intern in MacSweeney & Company Solicitors, Galway**

* Attending court and tribunals in various practice areas
* Legal research and carrying out discovery reports
* Filing, database maintenance and administrative duties
* Assisting with paperwork for various matters

***July 2014* – Summer Internship in A&L Goodbody, Dublin**

* Researching points of law for clients
* Preparing the articles of association for a pro bono client
* Updating precedents, reviewing documents for clients, preparing items for meetings and attending client calls

***June 2013 to August 2013*- Summer Internship in****F.G MacCarthy Solicitors, Galway**

* Processing and organising the closed files ensuring that the correct items were extracted and stored and that all matters in the file had been concluded
* Meeting and greeting clients and administrative duties
* Using the office system to schedule appointments and arranging client files

***May 2009 to August 2011* - Spa Manager in No.1 Pery Square Hotel & Spa**

* Managing a team of therapists in a busy spa environment
* Maintaining a high level of customer service while establishing client relationships and retention rates
* Marketing the spa effectively, including coordinating events, liaising with the media, creating press releases, and securing an industry award.
* Implementing innovative new ideas to improve the running of the spa

***October 2007 to December 2008* - Spa Management and Development in The Halcyon Spa and Health Club**

* Managing a team of therapists and fitness instructors, selection of products, staff recruitment, training and SOPs
* Development of the spa and gym from building stage to opening.
* Sourcing major equipment, liaising with architects and builders, ensuring the design of the space is functional and compliant e.g. disability and fire certification.
* Marketing the spa, preparing projections, and submitting monthly accounts.

***September 2005 to September 2007* - Proprietor - Essence of Life Holistic Practice**

* Running my own successful holistic business with clinics in Galway City and Gort, Co. Galway.
* Maintaining a high level of customer service and client retention while marketing the clinics effectively

**SKILLS:**

* I have proficient computer skills using Microsoft Office, I hold a Certificate in Adobe Dreamweaver, Photoshop and a HTML FETAC level 5 Certificate with Distinction.
* I have excellent written and oral communication skills having prepared press releases, giving presentations at media events and for potential clients.
* I am a good team player as well as being able to work on my own initiative as can be seen from my previous positions in the various spas and having run my own business.
* I am motivated and enthusiastic as evidenced by the ‘Best Boutique Spa’ award I secured in 2010 and the University Scholar Award I achieved in 2013.

**INTERESTS AND HOBBIES:**

**Web design** – I have a great interest in designing websites and keeping up to date with IT and IP legal developments

**Foreign Films** – The Galway Film Society screen award winning foreign films which I attend each season.

**Therapies** – I hold 11 international diplomas in holistic medicine and I enjoy practicing my therapies.

**REFEREES:**

Available upon request

**BACHELOR OF CIVIL LAW RESULTS – 1.1. Degree Overall**

***First year Results 2012 /2013***

Irish Legal Systems 73% Contract Law 73%

Tort 71% Constitutional Law 70%

Legal Procedure 65% Legal French 65%

Intensive Legal Methods 72% *University Scholarship Award 2013*
& Research

***Second year Results 2013 /2014***

Sociology of Law 76% Company Law I 65%

Company Law II 70% Criminal Law I 60%

Criminal Law II 67% Family Law I 66%

Family Law II 67% Administrative Law I 57%

Administrative Law II 60% European Law I 67%

European Law II 66% Year Long Essay 67%

***Final year Results 2014 /2015***

Year Long Essay 85% Information Technology Law 83%

English Land Law 76% Clinical Placement 72%

Comparative Competition Law 70% Intellectual Property Law 76%

Land Law I 70% Land Law II 68%

Equity I 68% Equity II 65%

Labour Law I 62% Labour Law II 68%