
ANGELA MELIA

BALLYVONEEN, NEWTOWN, ENFIELD , CO. MEATH IRELAND A83 KD23

Phone: (085) 2145106 - E-Mail: angela-melia@hotmail.com

Skills

- ❖ Effective Leader
- ❖ Exceptional Interpersonal Skills
- ❖ Project Management
- ❖ Legal/Non-Legal Research
- ❖ Strong Research Skills
- ❖ Effective Conflict Resolution

Work History

06/17 to 09/17 **Compensation and Benefits Internship**

Electricity Supply Board - Head Office, BSC Compensation and Benefits, 3 Gateway, East Wall Road, East Wall, Dublin 3.

- ❖ Point of contact for employees with queries regarding their entitlements
- ❖ Entered new cases into company database
- ❖ Replying to external stakeholders and solicitors letters
- ❖ Completing actions such as set up individuals on pension, and also performing leaving actions
- ❖ Helped to maintain and update the data on current staff on the S.A.P. system

06/17 to Present **Unit Supervisor**

Aramark Ireland - Croke Park, Jones Road, Dublin 3

- ❖ Routinely checked identification of customer purchasing food and beverages.
- ❖ Set up bar for operation, obtained cash float and stocked the service bar.
- ❖ Accurately recorded sales, gave correct change and prepared charge slips for guests.
- ❖ Set up storeroom and work areas to allow easy access to stock items.
- ❖ Displayed friendly, outgoing and energetic behaviour to create a warm, fun atmosphere.
- ❖ Established and maintained good working relationship with employees

06/16 to 08/16 **Camp Counsellor and Lifeguard**

Camp Bernadette - 32 Fatima Rd, Gilmanton Iron Works, NH 03837, USA

- ❖ Trained Lifeguard with American Red Cross
- ❖ Safeguarded personal property, camp equipment, and facilities
- ❖ Organised and lead group activities such as swim classes, water sports and other camp activities
- ❖ Identify and respond to camper behavioural issues, and report concerns to camp leadership
- ❖ Maintain accurate program records, including reports, swimming logs

06/15 to 09/15 **Legal Administration**

Electricity Supply Board - Head Office, BSC Legal, Fitzwilliam Street, Dublin 2

- ❖ Produced legal documents, including contracts and real estate closing statements.
- ❖ Research statutes, decision, legal articles and codes.
- ❖ Reviewed records and other legal documents to obtain information and respond to requests.
- ❖ Created, indexed and maintained client binders, to maintain up-to-date account information.
- ❖ Organised envelopes, postage and mail correspondence for all clients.
- ❖ Entered new cases into company database.
- ❖ Screened telephone calls and forwarded them to the appropriate departments.

Interests and Achievements

Nominated for Best Student in Scoil Dara, Kilcock, Co. Kildare 2011, 2012.
Elected General Secretary for the Maynooth University F.L.A.C. Society 2015.
Elected Treasurer for Maynooth University Enactus Society 2017.
Global Brand Ambassador for Maynooth University International Office.
Interests include reading, gym work, hill walking and aquatics.

Education

Currently in final year of International Law and Business Undergraduate Degree in Maynooth University - Maynooth, Co. Kildare
Completed Erasmus Program in the University of Ljubljana, Slovenia.
♦ International law courses in International Human Rights and Diplomatic and Consular law
♦ Coursework in Equity and Trust.
♦ Coursework in Cost and Accounting Finance.

Examination grades

MODULES AND GRADES IN MAYNOOTH UNIVERSITY

First Year Subjects	Grade	Second Year Subjects	Grade
Introduction to Legal Systems	63	Criminal Law	70
Tort Law I	61	EU Law	57
Contract Law I	54	Constitutional Law	65
Contract Law II	60	EU Law II	54
Company Law	63	Evidence Law	70
Introduction to Management and Teams	67	Administrative Law	68
Innovations - Ideas That Change The World	76	Financial Accounting For Non-Accountants	72
Introduction To Marketing and Sales	59	Project Management	65
Organisational Behaviour	73	Operations and Supply Chain Management	56
Critical Thinking For Professionals	71	Managing in International Environments	68
The Business Landscape	73	Management Information Systems and Info	58
		Organisational Theory & Design	65

LEAVING CERTIFICATE RESULTS 2014

Subjects	Level	Grade
English	Honours	B2
Business	Honours	B1
Irish	Honours	B2
Geography	Honours	B2
Biology	Honours	C2
Maths	Honours	C3
French	Honours	C3

References

Niamh Smyth Manager BSC HR ESB Three Gateway, East Wall Road, Dublin 3, niamh.smyth@esb.ie (01) 702 6749	Jennifer Whalen-Sirois Camp Director, 32 Fatima Rd, Gilmanton Iron Works, NH 03837, USA jsirois@bfcamp.com	Sarah Phelan Manager BSC Legal ESB 27 Fitzwilliam Street Lower, Dublin 2 sarah.phelan@esb.ie (01) 702 6153
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