Anna O’Duffy

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**Profile**

I am a 3rd BCL Law with Social Justice student, with legal research, teamwork, customer relations and teaching experience. I am seeking experience in order to begin my career as a lawyer. I am eager to develop my legal and interpersonal skills as part of a team.

**Education**

* 2014-2018 BCL Law with Social Justice, University College Dublin
* Current GPA: 3.80 (1.1)
* Relevant Modules: Evidence Foundations, Constitutional Law, Contract Law, EU Constitutional and Economic Law, International Human Rights Law and Disability and Equality
* 2012-2014 Leaving Certificate Cycle in Muckross Park College, Donnybrook, Dublin 4
* Irish Leaving Certificate points: 540
* Relevant subjects: French, (A2), English (A2), Irish (A1)

**Relevant Professional Experience**

June 2015 Internship in Denis McSweeney Solicitors, Dublin

* Having completed a week of work experience during Transition Year of secondary school (2012), I returned for a further 4 weeks working in the office
* Carried out in-house tasks such as inspection and reorganisation of filing system, collection and compilation of lists and preparation of documents
* Completed off-site tasks such as file recovery, stamping forms in various offices in the Courts and accompanying solicitors to client meetings with Counsel
* Responsible for the registered post and lodging of client cheques in the firm’s bank account

**Additional Experience**

January-February 2017 Information Officer at the Immigrant Council of Ireland

* Provided information, advice and support on the Information Helpline to callers
* Researched issues to provide the most accurate and helpful information to callers’ queries
* Communicated with colleagues to ensure consistency in provision of information and to note any emerging trends on the Helpline
* Ensured all telephones calls were logged promptly and precisely

2015- present day Piano Teacher

* Teaching piano lessons in my home to a number of pupils
* Preparing appropriate material for them to learn each week, maintaining organised lesson plans to ensure maximum progression for all pupils
* Ensuring they are prepared for their exams and capable of maximising their potential by improving their self confidence

September-November 2016 Campus Coordinator of the 8x8 Festival: ‘No Two People Have the Same Story’

* Organised the week-long film and photography festival which aimed to raise student’s awareness of the global migration crisis
* Booked and advertised locations for the photographic exhibitions and for the film screenings
* Coordinated nine experts from various relevant fields to speak at a panel discussion on what Ireland could do to help the crisis
* Calculated attendance at all events and contributed feedback and suggestions for improvement of the festival to the national coordinator

June-August 2016 Volunteer Teaching Assistant with Suas Educational Development, Sundarbans, India

* Lived and worked as a member of a team of 9 Irish volunteers in rural India for 10 weeks teaching English to schoolchildren aged 5-12
* Developed a schedule of topics to cover over the duration of the placement to achieve educational goals for the children
* Organised afternoon non-academic activities for the children to enable them to improve their teamwork skills
* Cooperated and communicated with my teaching partner to ensure maximum efficacy in our teaching
* Identified, encouraged and supported the weaker students in classroom activities
* Logged all our lessons, classroom achievements and obstacles weekly and sent the information to Suas
* Collaborated with the Indian teachers and assisted them in correcting English mistakes in the school textbooks so they could continue teaching English at a high level

2015-2016 Part-time Barista in Airfield Estate

* Worked as a barista in a café in Airfield.
* Prepared hot beverages, served food, operated the cash register, ensured shelves were fully stocked and rotated fresh produce
* Responsible for counting and closing the cash register daily, cleaning the café and ensuring it was locked securely each evening
* Worked as a busser in the restaurant when necessary

Voluntary and Community Work

* Volunteered in 2016 as a Literacy Mentor to two primary schoolchildren in a disadvantaged primary school with Suas Literacy Support Programme
* Worked as a helper on the week-long Dublin Diocesan Pilgrimage to Lourdes with sick people, in September 2013, 2015 and 2016
* Volunteered as a helper for two weeks on St Vincent de Paul Sunshine Holiday for disadvantaged children in Balbriggan, Dublin, 2015
* Watch Leader with the Sea Scouts (8u Calafort) Dun Laoghaoire, 2011-2013

**Skills**

* Hard working, trustworthy and positive
* Full clean drivers licence, 2016
* IT Skills: ECDL (European Computer Driver Licence), 2012: competent in Microsoft Office, including Word, PowerPoint and Excel
* Excellent social media skills developed as part of my role as Campus Coordinator of the 8x8 UCD Festival 2016: Global Refugee Crisis and Migration
* Legal research: regularly access case law and journal articles in the online databases for various jurisdictions
* Team member, worked successfully in many groups and teams in school and in sport – Hockey and Ladies Football, and other extra curricular activities
* Excellent people skills, developed as a Prefect in Muckross and as a helper on Lourdes Pilgrimage
* Excellent time management and organisational skills developed as a teaching assistant in India, a Leader in Scouts and as General Manager of Yearbook production team in secondary school

**Other Achievements and Interests**

* Quarter-finalist of the Student Legal Society Senior Negotiation Competition 2016 sponsored by McCann FitzGerald
* Member of the organisational committee for the UCD Law Day 2016 fundraiser event
* Contributor for the UCD College Tribune in both the Irish section and the Features section, 2016-2016
* UCD Peer Mentor for incoming first years, 2015: supported incoming first years in my university in making the transition to third level education
* Member of the cast of ‘The Fresher’s Takeover’ with UCD MusicalSoc in 2014
* Wardrobe Manager for the production of ‘An Triail’ with UCD Dramsoc and UCD Cumann Gaelach
* Grade 8 piano completed, (RIAM), 2013
* First Aid Training, Heartsaver AED, 2012
* Bronze Gaisce award

**References**

Available on request