**Aoibheann O’Grady
Upper Bridge Street, Killorglin, Co. Kerry
Email:** oaoibheann@yahoo.com **Phone:** +353 87 068 9102

Master of Laws (LLM) student at the University of Limerick. Tutor in Constitutional Law. I have completed and passed 6 FE-1s with the Law Society of Ireland.

**EDUCATION**

**Third Level**

**University of Limerick**

*Master of Laws General (LLM) [September 2018 – August 2019]*

I am currently studying for my Master’s Degree, taking modules including; Law of International World Trade Organisations, Medical Law & Ethics and International Business Transactions.

**University of Limerick***Law Plus (LLB) [September 2013-May 2017]*

* Awarded an Honours Degree in Law 2:1 (2nd Class Honours). QCA value 3.08
* Completed core modules such as Contract, Criminal, Constitutional, Tort, Property Law, Equity, EU Law and Company Law. I also studied an elective module of psychology each semester.
* Completed an eight month clinical placement in Mannix & Co Solicitors.

**Other**

**Law Society of Ireland**

 *FE-1 Examinations*

* I have passed six of my FE1 examinations. I sat and passed four in October 2017 and two in March 2018. I sat Tort and Contract in October 2018 and I am expecting my results in November.

**Secondary**

**Presentation Secondary School, Milltown***Leaving Certificate Examinations*  *[June 2012]*

* I studied Irish, English, Maths, History, Geography, Biology and French.
* 420 points scored.

**LEGAL WORK EXPERIENCE**

**Mannix & Co Solicitors, Tralee** *[May 2015 – Jan 2016]**Intern & Legal Assistant*

* Researching precedents, legislation or basic case fact-checking and liaising with solicitors. I worked mainly in litigation, conveyancing and company law.
* Sourcing relevant documents during trial. Preparing Briefs for Counsel including Statements to Counsel and Notice of Particulars.
* Administrative duties such as scanning post each morning and delivering in the evenings. Filing documents and reviewing files. Filling out applications for clients such as injury board claim forms. Drafting Deeds of Transfer. Answering telephone calls, writing emails and memos.
* I composed several short legal articles relating to areas of law which would be of public interest and which were then printed in the local newspaper. These articles related to topics such as Succession Law, Personal Injuries and the Statute of Limitations, of which the general public would be interested in and informed.
* Meeting with clients and attending negotiations, mediation and court proceedings.

**School of Law, University of Limerick** *[September 2018- Present]*

*Tutor in Constitutional Law*

* I organise, prepare and deliver three tutorials weekly to undergraduate day students of approximately 25 per class, and one night class per week to mature students of Constitutional law. I assist students in their study of this area of law, helping them to develop critical-thinking and evaluation skills.
* I liaise with the module leader, Dr Laura Cahillane and discuss course content and provide feedback to her on the students' development.

**OTHER WORK EXPERIENCE**

 **O’Grady’s Bar and B&B** *[June 2010- Present]*

*Barmaid and Accommodation Manager*

* I am responsible for guest bookings via internet and telephone and I manage books of accounts for the B&B.
* The marketing and advertisement of the family business is also delegated to me and I monitor reviews given on online platforms and provide feedback on guest experiences with management and work together with them to suggest ways to always improve our services and stay competitive.
* Responsible for guest check-in and provide a warm and efficient customer service. Taking payment from guests in the form of cash or credit cards. Anticipating guests' every need in advance.
* I also work alongside staff members both in the B&B and bar in providing a first class customer service to all our guests.

**FEXCO, Killorglin**

*Customer Service Representative [June 2017-January 2018]*

* Obtaining customer information by answering telephone calls; interviewing customers and verifying information. Ensuring data protection passed in each customer interaction.
* Informing customers by explaining procedures relating to fitting gas and electricity meters, going through their bills, answering questions and providing information.
* Providing an efficient and satisfactory customer service. Ensuring targets were being met and products offered.

**Penneys, Tralee** *[October 2015-January 2016]*
*Retail Operative*

* Ensuring my department was fully stocked at all times. Dealing with customer queries and complaints. Operating the till and cashing up at the end of the day. Maintaining a tidy and clean department and having knowledge of best-selling products.

**Café K Killorglin**

*Waitress**[September 2012-April 2015]*

* Providing a fast and friendly customer service, taking orders and serving while also preparing food and drinks. Cleaning throughout my shift and at the end of the day. Managing stock and placing orders. Operating the till, cashing up and managing accounts.

**KEY SKILLS**

**Commercial Awareness:** I have an interest in current affairs both globally and nationally, possessing knowledge of current developments in local, national and world business. I am currently studying commercial law modules for my master’s degree which I enjoy greatly.

**Interpersonal/Teamwork:** My extensive experience in various workplaces has allowed me to develop the necessary teamwork and communication skills for a career as a lawyer. I have worked as part of a team for my final year project and I also enjoy team sports such as rowing, building relationships with workmates and teammates alike.

**Customer/Client Service:** Building strong customer/client relationships has been a central requirement in a number of my employments. I have worked in a high pressure environment of a call centre in customer service and while providing solutions for customers, I also found that listening to concerns or queries was paramount to building and maintaining relationships of trust with customers.

**INTERESTS AND ACHIEVEMENTS**

**Rowing:** I am a member of Callinafercy rowing club. I have won several County Championship medals with the club and have competed in the All Ireland Rowing Championships from the years 2007 to 2012.

**Music:** I have a great love of music, particularly traditional music. I have reached grade four in both the piano and the recorder and I also play the tin whistle. I play regularly at my family bar with my sisters.

**Travel:** I travel at every opportunity as I love immersing myself in a different culture. Last summer, I organised and mapped out a six week trip to the United States, beginning in New York and then onto California where I rented a camper-van and explored the Californian coast, national parks and major cities.

**Debating:** I was elected to the University of Limerick Debating Union as Public Relations Officer from January 2016 to September 2016. I was responsible for organising debates between UL and other universities. I also promoted events and fundraisers for the society through social media and I was responsible for advertising.

*References available upon request.*

*Thank you for taking the time to read my CV.*