**Curriculum Vitae**

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**Aoife Murphy**

***Personal Information*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Address:** Thurles, Co Tipperary

***Educational Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Third Level***

**Sept. (2010) - May. (2014)**

**National University of Ireland Galway**

**Course Title:** Bachelor of Civil Law International (B.C.L)

**Result:**  2.1 Honour

*Student Exchange Program 2012-2013 - University of Goettingen, Germany*

*Higher Level Diploma 2013-2014 - Irish Language for Law Students*

***Work History*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Feb. (2015) – Oct. (2017): Emirates Airline, Group Headquarters, Dubai.**

**Position held: Cabin Crew.**

* Completed training in Safety and Emergency Procedures, First Aid, Service and Security Procedures.
* Ensuring all safety and security procedures are followed on-board and providing customer service, care and support inflight.
* Maintaining a positive attitude and empathy for others whilst working in a confined environment.
* Facing challenges that require a multinational crew to work as a very close team.
* Developing cultural awareness and the ability to adapt to new environments.
* Managing a very demanding schedule fostering skills such as flexibility, time management and resilience.

**Jan. (2014)-June.(2014): Ronan Murphy Solicitors, Galway**

**Ireland.**

**Position held: Student Legal Assistant.**

* Assisting Mr. Murphy with the day to day running of his general practice.
* Maintaining client confidentiality at all times and ensuring that clients were met with a professional manner.
* Making applications to the District Courts.
* Dealing with issues including Family Law, Estate Planning and Wills.
* Dealing with Criminal Law Cases in particular defending assault prosecutions.
* Organising files and inputting information to case management software.
* Maintaining contact with opposing counsel.
* Shadowing Mr. Murphy to the District Court and taking notes of proceedings.
* Reviewing case files and discussing case points with Mr. Murphy.
* Conducting regular research for on-going cases.

**Jun. (2011) to Aug (2011): Elizabeth Wiese & Associates, Family Law Firm, 5 Ellen St, Fremantle Western Australia 6160.**

**Position Held: Front Desk Receptionist**

* Greeting clients and visitors to the firm and maintaining a professional image.
* Answering routine calls and forwarding them to the relevant person.
* Taking messages for the firm’s partners and ensuring to rank messages in order of urgency.
* Scheduling client meetings.
* Maintaining the front office area and responsible for ordering supplies.
* Scanning, photocopying, faxing and filing documents.
* Responsible for collecting and routing the firm’s mail.
* Handled additional administrative duties including Dictaphone typing, drafting correspondence and preparing court documents.

***Hobbies and Achievements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

ECDL Certificate.

Completed J1 cultural exchange program to Hawaii Summer 2014.

Auditor of the German Society at University.

Keen interest in fitness and outdoor activities in particular running and yoga.

Avid reader with interests in public speaking, the arts and current affairs.

***Referees* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

On request.