**Curriculum Vitae - AoifeCoughlan**

**Email Address:** aoife\_coughlan@hotmail.com

**Current Address:** 72 Manor Street, Stoneybatter, Dublin 7

**Phone Number:** 087 - 1233065

**Education**

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| **Educational Institution** | **Qualification** | **Year Awarded** | **Result** |
| Universidad de Granada | Masters Degree in European Constitutional Law | 2013 | Overall GPA: 8.5 (max 10) |
| University College Dublin | Bachelor Of Civil Law | 2010 | Overall GPA: 3.1 (max 4.2) |
| Presentation College Athenry, Co. Galway | Presentation College Athenry, Co. Galway | 2007 | Total Points: 550 (max 600) |

**Work Experience**

**National Asset Management Agency (NAMA) March 2015 – Present**

***Procurement Officer***

* Assisting in the preparation of NAMA Board and various Committee papers and presentations.
* Compiling information from the various business units within NAMA and preparing the NAMA Annual Procurement Plan.
* The handling of procurement and contract related queries from NAMA Business Units and ensuring compliance with procurement law and internal policy.
* Acting as secretary to tender competitions which includes the taking of detailed minutes and the drafting of legally compliant letters to unsuccessful tenderers in accordance with applicable procurement law.
* Managing, reviewing, version control and the collation of comments in respect of key documents for major NAMA projects such as tender, sales and contractual documents.
* The carrying out of research and writing case reports on relevant case law for the purposes of advising NAMA on key legal risks, mainly in the areas of procurement law and State Aid.
* Assisting in providing information and answering queries on internal audits and to the C&AG.

**Council on International Educational Exchange (CIEE) November 2014 – February 2015**

***Administrator***

* Co-ordinating student arrivals and orientation.
* Managing academic transition.
* Organisation of site visits and field trips.
* Editing of catalogues and updating of course documents/handbooks.
* Generating student grade transfers.
* Monitoring student progress.
* Managing Social Media activity for CIEE.

## Atlantic College, NUIG, Galway, Ireland September 2013 – October 2014

***Teacher***

* Responsible for devising daily lesson plans based on a set curriculum.
* Organised and managed a variety of interactive classroom activities.

***Director of Studies (June – August 2014)***

* Organised up to 120 students into classes according to age or level on a daily basis.
* Managed a staff of 10-12 teachers: ensured they were in class on time and performed their duties effectively. Dealt with any issues arising in this area in a prompt, firm and efficient manner.
* Performed a variety of administrative tasks such as submission of teachers’ hours to HR department, filing of records and attendance and creation of student certificates.
* Dealt with student queries and requests. Students often had communication difficulties as they were all non-native English speakers. I therefore made extensive use of my ability to speak both Spanish and French as many of our students were from these countries.
* Chaired weekly staff meetings in which important issues were discussed or communicated to the teachers.

**Bray’s English School, Santander, Spain September 2011 – August 2012**

***Teacher***

* Taught English to young children under 8 as well as private classes for adults.
* Organised lesson plans on a daily basis to suit the varying needs of the students.
* Managed classroom activities.

**Eurolanguage Consultants, Madrid, Spain September 2010 – August 2011**

***Teacher***

* Taught children of a variety of ages between 11 and 18 and also business English for adults.
* Became adept at teaching complicated grammar points and speaking in front of large groups.

**Interests**

* Tag Rugby
* Cooking
* Classical Literature
* Politics
* Live Music
* Languages (Spanish and French)