

Aoife Griffin
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PERSONAL PROFILE

Ambitious and hardworking Bachelor of Civil Law graduate from University of Galway with a great attitude and experience in 5-star quality customer service. Highly motivated, thrives in fast-paced environments that allow for skill development and progression. Excellent communication and teamwork skills, reliable, and can take initiative.

EDUCATION

Bachelor of Civil Law, University of Galway **September 2019 – 2023**

Fourth (Final) Year Modules: (Overall Result 1.1 Honours)

Land Law I (72%), Land Law II (70%), Equity I (66%), Equity II (66%), Jurisprudence (66%), Guided Research Essay (73%), Legal German (74%), International Protection of Human Rights I (67%), International Protection of Human Rights II (66%), Family and Child Law (73%)

Third Year Modules: Overall Result (Pass) Erasmus at the University of Würzburg

Forensic Medicine and Criminology, Jurisprudence, Civil Code, Legal German, US Criminal Law and Procedure, DaF C1 Vocabulary, DaF C1.2 German, DaF C1.2 Writing in University, DaF C1.1 German, DaF B2.2 German Intensive Course, DaF B2 Reading and Writing

Second Year Modules: Overall Result (1.1 Honours)

Company Law I (70%), Company Law II (72%), Criminal Law I (60%), Criminal Law II (68%), Administrative Law I (66%), European Union Law I (68%), European Union Law II (68%), Moot Court (80%), Evidence I (70%), Evidence II (72%), Legal German (73%)

First Year Modules: Overall Result (1.1 Honours)

Constitutional Law (64%), Contract Law (64%), Tort Law (70%), Legal German (77%), Critical Thinking for Lawyers (72%), Understanding the Law (73%)

Presentation College Headford, Galway

September 2013 – July 2018

Leaving Certificate: 467

Honours Level: English (H4), Irish (H3), Mathematics (H6), German (H2), Art History (H2), Chemistry (H6), Biology (H3), LCVP (Distinction)

WORK EXPERIENCE

Graduate Intern, CEIM Peer Learning Programme

August 2023 – Present

- Proving hands-on support to individual and groups of student leaders in developing activity ideas for their peer learning sessions
- Managing the company's social media account and creating engaging marketing content
- Delivering training, IT and administrative support to ensure the smooth running of the programme

Temporary Clerical Officer, Revenue Commissioners

June 2023 – August 2023

- Completed high standard checks to file recommendations for voluntary liquidations
- Carried out a project to categorise company data through assessing multiple forms of documents and company information
- Acted as a diligent team member and provided weekly progress updates on project work

Barista, FoodSpace, Friars Restaurant

September 2022 – March 2023

- Creatively collaborated with management to invent beverages and improve brand loyalty
- Delegated tasks amongst team members to complete daily duties in a timely manner
- Trained staff and ensuring accurate transfer of information through clear communication

Sales Advisor, H&M Würzburg, Germany**June - August 2022**

- Ensured store cleanliness with particular attention to detail to products displayed
- Engaged with customers through German to promptly assist in their needs and answer questions to improve customer experience
- Collaborated with colleagues to solve daily tasks, issues and to meet task deadlines

Food and Beverage Assistant, the G Hotel & Spa**February 2019 – September 2021**

- Interacted with customers in an attentive and friendly manner to provide efficient service with care and enthusiasm to achieve customer satisfaction
- Utilised teamwork by positively acting as an engaged team member in providing solutions to problems and supporting colleagues

VOLUNTEER EXPERIENCE**CÉIM, University of Galway****2020/21 & 2022/23**

- Planned interactive sessions for first year students to simplify their academic content
- Relayed information in debriefs to share ideas and highlight issues experienced by students
- Reached out to academic staff to resolve misunderstandings about assignments or content
- Assessed the needs of students in real time, and adapted sessions to best meet those needs

SKILLS PROFILE**Communication**

Enhanced through years of working in busy environments, supporting classmates through difficulties, and emailing professors with issues

Teamwork

Developed consistently through university while running weekly sessions giving guidance and academic help to first year students

IT and Languages

Proficient in Microsoft Office, C2 level English, C1 level German

Leadership

Completed the elective Leading Ireland's Future Together (LiFT) training course in University of Galway and 2 years as a CÉIM Leader with the CÉIM Peer Learning Programme

TRAINING**CÉIM:**

Leader Training, Tech Tools e-Learning Module, Facilitation Training and Health and Wellbeing Training

HACCP Training**FLOW Hospitality Training****KEY ACHIEVEMENTS**

- Ranked top 10% of Civil Law students in University of Galway during my 4 year degree
- CÉIM Leader with the aim of helping and providing academic assistance to first year students transitioning to a college environment in the academic years 2020/21 and 22/23
- Awarded the University of Galway Presidential Award for volunteering in 2020/21
- Awarded the University of Galway Employability Award for 2020/21
- Elected class representative in University of Galway from 2019 – 2023
- Awarded scholarships by University of Galway for academic years 2019/20 and 2020/21

INTERESTS

- Reading with a major interest in crime and thriller novels, and novels through German
- Keeping active through yoga and regularly attending the gym
- Listening to music and podcasts, particularly during meditation or practicing mindfulness

Referees available on request.