**Aoife Madden**

**Grange House, Castlemartyr, Co. Cork.**

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| **Mobile:** +353 86 2021981 | **Email:** aoifemadden01@gmail.com |

**Education**

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| **2016 – 2020** | **Business and Law**  | **University College Dublin** |

 *Current Grade:*2.1

*Relevant Modules:* Company Law (B-), Contract Law (B), Property Law (B+), Nominate Torts (B+)

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| **2016** | **Leaving Certificate**  | **Bruce College** |

*Subjects:* English (B1), Irish (B1), French (B1), Biology (B1), Agricultural Science (A2), Economics (B2), Mathematics (C2)

*Leaving Certificate CAO points:*520

**Relevant Experience**

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| **June 2014 – August 2014** | **Secretary**  | **John L. Keane & Son Solicitors, Youghal, Co. Cork** |

* Updated electronic record of Property Title Deeds.
* Scanned and filed documents using Documatics.
* Answered telephone calls from clients and other legal professionals.
* Typed attendances based on dictations.
* Bound briefs for trials/counsel.
* Attended trials/settlement discussions with solicitor.
* Completed daily bank lodgements and post.

**Additional Experience**

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| **December 2014 – Present**  | **Waitress** | **5 Star Castlemartyr Resort Hotel, Castlemartyr, Co. Cork** |

* Serve in Bell Tower Restaurant, catering to 30+ guests during busy shift.
* Communicate with colleagues to ensure quality service in Caple Suite for weddings, functions and private parties of up to 200 guests.
* Serve in Knight’s Bar.

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| **June 2018 – August 2018** | **Waitress** | **Kaya Malay Bistro, Vancouver** |

* Co-ordinated with other staff members to provide service for up to 80 customers.
* Trained new member of staff.
* Exchanged notes for cash in local bank.

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| **June 2018 – August 2018** | **Waitress** | **Shark Club Sports Bar & Grill, Vancouver** |

* Responsible for up to 25% of restaurant area, serving up to nine tables (c. 50 – 60 persons).
* Reached daily sales targets required to ensure personal profit.
* Completed cash for my service area at the end of the shift.

**Interests and Achievements**

**Sport**

* Member of UCD ladies junior football team 2016-2019 (won the All Ireland Junior Inter-Varsity Ladies Football League 2018 and 2016.)
* Represented Midleton Ladies Football at junior level with numerous East Cork medals.
* Member of mixed tag ruby team in UCD 2018.
* Participate in hunter trials.
* Member of St. Aloysius College Senior Basketball Team that won the county championship 2014.
* Keen interest in travel (South-East Asia 2016, South America 2017, Canada 2018).

**Academic**

* Elected member of St. Aloysius College student council (represented school for meeting with then Taoiseach Enda Kenny 2015).
* Manager of AIB school bank 2014.
* Member of school debating team,

**Fundraising**

* Raised funds for St. Vincent de Paul, Chernobyl Children’s Fund and CASA.

**References**

Available upon request