Aoife Munday

Towneymanus, Manorhamilton, Co. Leitrim

DOB:  10th November 2001

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087 7785390

**Work Experience**

**Receptionist** *(September 2024 – Present)*

* Currently working as a Receptionist at Castle Dargan Estate

Duties include welcoming guests, managing reservations, providing information about the hotel, and coordinating event bookings to ensure a smooth visitor experience.

**Legal Intern** *(August 2024 – September 2024)*

* Worked as a Legal Intern at Nathaniel Lacy & Partners LLP

Duties include legal research, assisting in drafting documents such as memos and briefs and administrative support using keyhouse

**Activity Leader** *(July 2024 - July 2024)*

* Worked as an activity leader at Apollo Language School

Duties include organising and coordinating activities and cultural excursions for international students, ensuring their safety and welfare throughout these events.

**Receptionist** *(June 2023 - September 2023)*

* Worked as a Receptionist in Lissadell house

Duties include welcoming visitors, providing information on the tours and selling tickets for the tours. I also worked in the tea rooms as a barista catering to customers.

**Kids Club Leader**   (*June 2022 – September 2022)*

* + Effective supervision of children - ages ranging from 0 to 14 years (incl. excursions)

         Implement activities daily basis

 **Education**

**Secondary School** *(September 2014 –  June 2020)*

St Clare’s Comprehensive School, Manorhamilton, Co. Leitrim

**BCL International Law and History 2:1** *(2020 – 2024)*

Maynooth University

Co. Kildare

**Erasmus** *(September 2022- June 2023)*

University of Lille

France

**Licenses and Certifications**

* Drivers License (2020 – 2030)

* ECDL Certificate (2018)

**Achievements and Interests**

* Qualified for the All-Ireland Griffith College Business Competition final

* Finalist in Leitrim County Enterprise Competition

* Reached Regional Final of NFTE Business Competition

* Completed the last 100kms of the Spanish Camino Walk in 2018
	+ Reached final of the Matheson University Challenge 2024
	+ Volunteered with Clan Events for Electric Picnic 2023 and 2024

**References available upon request**