

# Caitrina Chahin

BA. LLB. LLM.

5 Coolevin Rd, Wood Quay, Dublin 8

Mobile: 0858458126

Email: [caitrina.chahin@gmail.com](mailto:caitrina.chahin@gmail.com) | LinkedIn: [www.linkedin.com/in/c-chahin](http://www.linkedin.com/in/c-chahin)

## Profile

In recent years, my professional experience has been primarily in Human Resources, in two very distinct environments - one a small, private company in Ireland and most recently in a large trans-Tasman corporate. Prior to these HR roles, I completed two internships at the United Nations following my LLM in International Human Rights Law.

I am currently seeking a training contract to continue working towards my goal of becoming a solicitor. I have successfully completed 4 FE1s and will complete the final 4 in March 2020.

## Education

- Master of Laws (LLM) in International Human Rights  
National University of Ireland Galway, 2014-2015
- Bachelor of Laws (LLB)  
National University of Ireland Galway, 2013-2014
- Erasmus Programme as part of BA  
Universidad de Oviedo, Spain, 2011-2012
- Bachelor of Arts (BA) International in Legal Studies and Spanish  
National University of Ireland Galway, 2009-2013

## Employment History

### Human Resources Administrator

**AMP Financial Services NZ** - Auckland, New Zealand.

February 2019 – Present

- Wealth management, insurance and life assurance providers.

Duties:

- Monthly preparation of compliance report for our risk team and day-to-day liaison.
- Supported the business through a large restructuring/separation.
- Assisted with the implementation of the new LMS and provided training of the system to new permanent employees.
- Day to day LMS support for internal staff and external advisers.
- Organisation and coordination of training workshops.

Key Achievements:

- Largescale data transfer process from the previous LMS to the new one.
- Coordination of accreditation working group in which we created new eLearning training for financial advisers on each of our products to align ourselves with changes in financial regulation within New Zealand and to keep us ahead of competitors.
- Successful implementation of the new LMS for 2 businesses (due to TSA).

April 2018 – January 2019: Traveling throughout Asia, including volunteering with local organisations.  
February 2018 – March 2018: Studying and taking FE1 Exams.

### Human Resources Manager

**Home Care Group** - Loughrea, Co. Galway.

June 2016 – February 2018

• A privately-owned homecare provider that specialises in tailor made, high-quality medical and domiciliary care packages for children and young people with illnesses and disabilities.

Duties:

- Drafting contracts, NDAs and handbook.
- Implementation of human resources policies, procedures, laws and standards.
- Recruitment and management of nurses and healthcare assistants.

- Preparing and updating employee files and records.
- Rostering and weekly payroll, as well as coordinating activities for our clients.
- Supporting care staff.

Key Achievements:

- Pivotal role in obtaining a new government contract.
- Acquire, induct and orientate quality nursing staff in an extremely competitive market.

January 2016 – June 2016: Sudden terminal illness of partner.

**United Nations Intern**

**United Nations High Commissioner for Refugees (UNHCR)** – Geneva, Switzerland.

October 2015 - January 2016

- Protection Management Unit of the Division of International Protection, which houses the primary legal units of UNHCR.

Duties:

- Drafting reports, video scripts, articles, info notes and a company broadcast.
- Chairing of departmental meeting
- Recording meeting minutes.
- File preparation and data collection.
- Drafting of internal project summary documents.
- Input data and narratives compiled from different divisions onto online secretariat database.
- Assisting in the development of a learning programme – which included revising the terms of reference for multi-functional team; content preparation; development of its monitoring framework and assessment methods; identification of photos and video content; development of interactive elements and graphics for ease of understanding.

**NGO Intern**

**Association of Humanitarian Lawyers**

At Human Rights Council, United Nations – Geneva, Switzerland.

August – October 2015

- A private, non-profit organisation that supports initiatives in human rights and humanitarian law. Their officers and researchers attend the UN human rights forums and work directly with the UN-credentialed groups, staff and investigators appointed by the Commission on Human Rights.

Duties:

- Preparation in advance of Human Rights Council session.
- Research for and drafting of oral statements.
- Attendance of council sessions and side events and drafting concise reports on each.

October 2014 – August 2015: Undertaking my LLM and completing my thesis.

**General Manager**

**Tamarind Restaurant Ltd.** – Galway, Ireland.

April 2013 - October 2014

- Large and busy up-market Thai Asian fusion restaurant.

Duties:

- Administrative duties such as maintaining the company's accounting records, hiring and training staff members, negotiating with suppliers, stock management, HR, payroll, managing of social media and website, managing bookings, staff rotas, front of house delegation.

**Skills**

- Proficiency in Spanish Language
- Developed research and analytical skills
- Strong drafting skills
- Administrative expertise
- Computer proficiency
- Positive and constructive attitude
- Flexible, adaptable and able to integrate with ease
- Strong interpersonal skills and ability to work in a team
- Managerial and leadership skills
- Ability to practice sound judgment