

Caitrina Chahin
BA. LLB. LLM.

5 Coolevin Road, Dublin 8.

Mobile: 085-8458126 Email: caitrina.chahin@gmail.com

EDUCATION

- Master of Laws (LLM) in International Human Rights, 2.1
National University of Ireland Galway, 2014 – 2015
- Bachelor of Laws (LLB), 2.1
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, 2.2
National University of Ireland Galway, 2009 – 2013

EMPLOYMENT HISTORY

November 2019 – January 2020: Travelling throughout South America.

Human Resources Administrator, February 2019 – October 2019

AMP Financial Services NZ, Auckland, New Zealand.

Wealth management, insurance and life assurance providers.

Duties:

- Monthly preparation of compliance reporting for our risk team and day-to-day liaison.
- Assisted with the implementation of the new Learning Management System (LMS).
- Day to day LMS support and training for internal staff and external financial advisers.
- Organisation and coordination of training workshops.

Key Achievements:

- Supported the business through a large restructuring/separation.
- Large scale 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 to align ourselves with changes in financial regulation within New Zealand.
- Successful implementation of the new LMS for two businesses (due to Transitional Service Agreement in place).

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

Human Resources Manager, June 2016 – February 2018

Home Care Group, Loughrea, Co. Galway.

A homecare provider that specialises in care for 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.
- Rostering and weekly payroll, as well as coordinating activities for our clients.
- Implementation of new HR management software.

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, October 2015 - January 2016

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

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; development of interactive elements and graphics.

NGO Intern, August – October 2015

Association of Humanitarian Lawyers at Human Rights Council, UN – Geneva, Switzerland.

- A 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 sessions by having a good understanding of the topic in question and also having questions prepared.
- 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, April 2013 - October 2014

Tamarind Restaurant Ltd. – Galway, Ireland.

Large and busy up-market Thai Asian fusion restaurant.

Duties:

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

Previously, I worked several hospitality sector jobs in Ireland and as a primary school, English teaching assistant during my Erasmus year in Spain.

SKILLS

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

REFERENCES

References available on request.