

---

## CARA MCKENNA

---

Bray, Co. Wicklow. ~ 086 412 3058 ~ [caramiamckenna@gmail.com](mailto:caramiamckenna@gmail.com) ~  
<https://www.linkedin.com/in/cara-mckenna-3b309521b/>

---

## BACKGROUND

---

A final year law (LLB) student at Technological University Dublin with an ambition to work within the areas of company law and technology regulation. Experienced in public speaking, legal research, legal writing, working on my own initiative and, working efficiently within a team structure.

---

## EDUCATION

---

### Law LLB – Technological University Dublin (September 2021 – Present)

- Final year student undertaking TU Dublin's undergraduate Law (LLB) programme currently holding a 2.1.
- Actively engaged in the university Law Society and Free Legal Aid Society in addition to being a member of the Surf Club and Snow Sports Club.
- Confident in public speaking through my experience presenting research projects to my peers and members of university faculty, and, additionally, my participation in moot court trials.
- **Relevant Modules:** Company Law (70%), Law and Technology (68%).

### Coláiste Íosagáin – (September 2015 – June 2021)

- Completed the Leaving Certificate Examinations in June 2021 and achieved an exceptional result of 529 CAO points.
  - Represented my peers and engaged with faculty through my participation in the student council.
  - Competed in national debate competitions as a member of the debate team.
  - Member of Senior Gaelic Football Team and Basketball Team.
- 

## WORK EXPERIENCE

---

### Boots-Customer Advisor (May 2022 – Present).

- Assisting in the opening and closing of the store by following company security procedures
- Greeting, engaging with, and advising customers on the products most suited towards their needs while demonstrating advanced product knowledge as well as running promotions.
- Building customer relations by striving to meet the needs of our customers, promoting the Boots Advantage Card loyalty scheme, and resolving any issues customers may have experienced in a timely manner, checking in with upper management as appropriate.
- **Key Skills:** Customer Service, Teamwork, Multi-Tasking, Interpersonal Communication.

### Bannon Jewellers Bray-Retail Assistant (October 2021 – January 2022).

- Provided exceptional customer service by greeting and assisting customers by sharing product knowledge while making personal recommendations.
  - Accurately accepted payment through cash, credit/debit cards and gift cards. Additionally, ensured accurate and timely management of customer deposits and instalment payments.
  - Designed and implemented merchandise displays on a weekly basis.
  - **Key Skills:** Teamwork, Merchandising, Cash Handling, Accounting.
- 

## SKILLS AND COMPETENCIES

---

- o **Communication:** Excellent verbal and written communication skills with a focus on attention to detail. Experience presenting in front of large groups of both peers and superiors developed throughout my time in University. I am empathetic and can see things from different perspectives while remaining objective.

- o **Legal writing:** Adept in the research and writing of a wide variety of essays and legal documents including memorandums, reports, contracts, wills and case notes.
- o **IT:** Proficient in the use of collaborative tools such as Microsoft Teams, Google docs and Zoom for remote work and team communication through my experience in remote learning environments and my time at university.
- o **Team Work:** Gained through working on an array of projects with my peers at university and through my volunteer work as part of a Scout Group Leadership team.

---

#### AWARDS AND ACHIEVEMENTS

---

- o **Goethe Scholarship:** Awarded a fully-funded scholarship to study German in a Pasch Jugendskurs mode of study in Frankfurt.

---

#### VOLUNTEER WORK

---

##### **Scout Section Leader / Group COVID Officer – 12<sup>th</sup> Wicklow Scout Group (July 2020 – Present)**

- Working with a diverse group of young people aged 12-16 in a non-formal educational environment teaching new skills and organising trips.
- Ensuring compliance with legislation and policy with respect to child safeguarding by adhering to set procedure.
- Implemented and enforced safety procedures to prevent the spread of COVID-19 in our group. Created a contact tracing system using Google Forms to track relevant symptoms and contact between members. Acted as a point of contact for COVID-19 related concerns and inquiries, responding in a timely manner with appropriate guidance and support.
- **Key Skills:** Organisation, Communication, Teamwork, Time management, Leadership, Adherence to Procedure.

##### **Program Coordinator-Cill Mhantain Scout County (September 2019-September 2020)**

- Responsible for the planning, preparation, and execution of an array of county-level trips and events for large groups of young people aged 12-16.
- Communicated and engaged with over 15 Scout groups from County Wicklow to encourage participation in events and gather feedback for past events.
- **Key Skills:** Communication, Collaboration, Organisation, Planning, Goal Setting.

---

#### INTERESTS AND HOBBIES

---

My time in scouting instilled within me a passion for the great outdoors and introduced me to a vast array of outdoor activities that I enjoy to this day, in particular kayaking and hiking. I have completed my level two Canoeing Ireland Kayak Skills Award and someday hope to compete in the annual Liffey Descent. During the pandemic, I developed a strong affinity for long-distance running, something that I previously had no interest in but really surprised myself with how committed to it I have become.