**ADDRESS:** 47 Tudor Vale, Oranmore, Co. Galway

**TEL:** 083 1820322       **EMAIL:** charlottemooney6780@gmail.com

**PROFILE:** My name is Charlotte Mooney. I am a graduate law student from NUIG. I am experienced in customer service and am a fast learner with great interpersonal skills. I am currently seeking legal job short term or if available for long term, while I sit my FE1 exams.

**EDUCATION**

**DATE:** From September 2013 to May 2018  **SCHOOL:** Calasanctius College Oranmore

**LEAVING CERTIFICATE RESULTS:**

*Subject                      Level Grade*

Biology                         HL H3

French                          HL H3

Irish                               HL H4

English                          HL H3

History                           HL H3

Maths                            OL O4

Geography                   HL H3

**DATE:** September 2018 to present **UNIVERSITY:** National University of Ireland, Galway

**SECOND YEAR LAW WITH FRENCH RESULTS:**

*Subject Grade*

Company Law I 60%

Company Law II 67%

Essay 62%

Criminal Law I 61%

Criminal Law II 63%

Administrative Law I 55%

Administrative Law II 56%

European Law I 66%

European Law II 66%

Legal French 54%

International Protection of Human Rights 56%

**FINAL YEAR LAW WITH FRENCH RESULTS:**

*Subject Grade*

Legal French 62%

Land Law I 64%

Land Law II 66%

Equity I 48%

Equity II 66%

Guided Research Essay 67%

Environmental Law I 72%

Environmental Law II 65%

Evidence I 62%

Evidence II 68%

Criminology 68%

**OVERALL RESULT FOR DEGREE 2nd Class Hons Grade 1**

**WORK EXPERIENCE**

      *Role                                             Company         Date*

**SWIM TEACHER                     FIONA’S SWIM SCHOOL     (EVENINGS AND CAMPS)**

 **PART-TIME                          CLARINBRIDGE, GALWAY       AUG. 2013 – Current)**

In this position I am responsible for planning and instructing children’s swim classes. I set up and supervise the pool area as well as collecting fees and monitoring payments for each term. This job has enabled my personal development and given me a great appreciation for organization and structure in the workplace. Supervising children in this environment demands a high level of awareness, preparedness and personal authority. The vigilance and sense of personal responsibility which I honed in this role will serve me and any future employer well. I also cultivated my interpersonal skills through dealing with parents and guardians in relation to fees and child welfare.

*Role Company Date*

**SHOP FLOOR AND DUNNES STORES December 2018 – SEPTEMBER 2019**

**TILL ASSISTANT**

In this position I worked with customers on a daily basis and learned how to present oneself as the face of the company, it taught me extremely beneficial teamwork skills and I developed a knack for completing tasks quickly and effectively. This role really allowed me to hone the skill of taking initiative and keeping organised to ensure the efficient running of the company day to day. It also allowed me to develop take ownership for solo tasks and responsibilities given to me.

*Role Company Date*

**PHARMACY ASSISTANT WALSHES PHARMACY FEBUARY 2020 – AUGUST 2020**

In this position I was till assistant coupled with the responsibility to ensure prescriptions were being distributed. I was on hand to give any medical advice, while being overseen by the pharmacist, for everyday illnesses or injuries. This job has thought me about safety and wellbeing not only in the workplace but also around others. I enjoyed the fast-paced environment and challenging daily tasks when advising the public. I thrived in this social atmosphere, interacting with customers and recommending suitable medications.

**ACHIEVEMENTS**

**POOL LIFEGUARD                       ROYAL LIFE SAVING SOCIETY**

After several years training I was delighted to pass the examination for the Royal Lifesaving Society. As part of my training I have developed competency in First Aid, CPR and the use of a defibrillator. Preparation for this qualification has taught me to be diligent in each task I undertake and has also taught me to act quickly and be observant of jobs that need to be done.

**Level One Swim Instructor Swim Ireland**

After years of volunteer and assistant work done in my local swim school, I was lucky to be given the opportunity to qualify as a level one swim instructor. This is my most treasured qualification as it is the industry which I have been involved in the most, from a young age. As stated above, I organise classes and ensure the safety of children all while maintaining an amicable and fun experience. With this qualification I am also Garda vetted and have my child protection qualification.

**GOLD MEDAL FOR EXEMPLARY CONDUCT**

I received this medal for the way in which I conducted myself in the professional environment of school and for my exemplary discipline record.

**PRESIDENTIAL AWARD FOR VOLUNTEERING**

I received this for my volunteer work while acting as the treasurer of ELSA NUIG. This award is given to students as a celebration of their volunteer work done while on campus.

**INTERESTS**

I am an avid reader and enjoy volunteering. In 2019 I was lucky enough to go to South Africa and volunteer with children and animals in their local primary schools and shelters, also helping in the construction of several houses in the local village. I also love travelling, I studied abroad in Toulouse for a short time before returning home due to Covid-19, and I have several international friend who I see annually. While traveling I completed a 15,000ft tandem parachute jump, which is one of my greatest achievements. As a young adult I was a multiple All Ireland Swimming medalist and progressed to the finals in Division 1, still to this day I keep active while in the water.