**Chloe McCabe**

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**Education**

2016-2020 **LL.B. (Law and Business)**

 **The University of Dublin, Trinity College**

Trinity Access Program TAP aims to increase participation in education by students from non-traditional backgrounds and to address educational disadvantage.

Erasmus Studied in Uppsala University, Sweden for one full academic year.

Relevant Subjects Law

Tort Law, Contract Law, Constitutional Law, Criminal Law, Criminology, Administrative Law, EU Law, Jurisprudence, Legal History, International Business Law, International Trade Law, Critical Perspectives on Law, Equity, Company Law and Public Interest Law.

Business

Organisation and Management, Economic Policy, Accounting, Finance, Marketing, International Business, Organisational Behaviour, Operations Management, Innovation and Entrepreneurship, Economics of Development.

Expected Result 2.1

2009-2016  **Leaving Certificate**

 **Scoil Chríost Rí, Co. Laois**

**Employment History and Experience**

Dec 2019-Jan 2010 **Intern**

 **Irish Law Reform Commission**

* Worked under the supervision of Alma Clissmann (Access to Legislation Manager) on the Legislation Directory. The Directory is a publicly available index which tracks changes to legislation. The Directory is a vital source of information for legal professionals to assist them in checking the current version of the law.
* The Commission maintains a full list of collective citations for Acts which includes all collectively cited Acts within each collective citation. The first project I worked on was validating and improving the list.
* The commission also works on the preparation of Revised Acts. The second project I worked on was using the research in the Legislation Directory to ensure the legislation was up to date.
* I also got the opportunity to speak to researchers individually on their current projects which ranged from capping damages in personal injuries litigation to the liability of unincorporated associations.

Dec 2019-Jan 2020 **Intern**

 **Legal Aid Board**

* Spent the first half of my internship working with the International Protection Department. I worked at the reception desk where I assisted walk-in clients with their applications for legal aid.
* Spent the second half of my internship with the International Child Abduction Department. I was responsible for photocopying books of pleadings and closing files. I was given files to read to familiarize myself with Hague Convention proceedings. I also attended court with caseworkers.

Jun 2019-Aug 2019 **Box Office Supervisor**

 **Fringe Festival, Edinburgh**

Responsible for:

* The hiring and training of box office assistants
* The supervision of over 30 box office assistants
* Ensuring assistants were delivering excellent customer services to patrons
* The cashing up of over £30,000 per day, end of week banking, safe counts and analysing financial reports
* Dealing with customer complaints and reporting incidents to management
* Monitoring performance and setting targets
* Creating effective schedules and quickly resolving conflicts to ensure box office was well staffed
* Ensuring sales assistants were GDPR compliant at all times
* Access bookings and ensuring specific requirements were met
* Troubleshooting issues with software

Oct 2018-Jun 2019 **Bar Manager**

 **Östgöta Nation, Uppsala**

Responsible for:

* The recruitment, training and development of bar staff
* End of night cashing up
* Negotiating supplier contracts
* Taking inventory and recording supplies
* Rotas and scheduling
* Ensuring a fun, safe atmosphere for staff and patrons

Jun 2018-Aug 2018  **Teacher**

 **Suas Volunteer Programme, Zambia**

Responsible for:

* The teaching of numeracy and literacy to a class of 40 6-8 year olds for a duration of 8 weeks
* Planning and preparing lesson plans
* Assigning and correcting homework
* Liaising with parents and guardians
* Assessing and recording children’s progress
* Organising and planning extra-curricular activates
* The effective running of the after-school homework club I set up

Aug 2017-Arp 2018  **Sales Assistant**

 **Marks and Spencer, Mary Street**

Responsible for:

* Processing payments and dealing with refunds
* Stock management
* Customer complaints

Oct 2013-Aug 2017 **Sales Assistant**

 **Jaeger, Kildare Village**

Responsible for:

* Processing payment
* Giving advice and guidance to customers
* Keeping the store clean and tidy

**Extra-curricular Activities**

**Present Activity Leader**

 **Trinity St Vincent de Paul**

Responsible for:

* The effective running of Francis Street Primary School Homework Club
* The recruitment and training of volunteers
* Ensuring the safety and well-being of the children
* Keeping accurate and up-to-date records of volunteers, participants and reporting incidents
* Communicating with relevant stakeholders (parents, VDP committee and
* VDP National Offices)

**Research Writer**

**Trinity Free Legal Aid Centre**

* Each year I am involved in FLAC’s Research Project.
* This year’s topic is “Immigration and Asylum in Ireland.”

**Additional Skills**

**IT** Attained ECDL (European Computers Driving Licence) certification and am proficient at MS Office Applications.

**Languages** Intermediate Irish and French

**Clubs & Societies** Vincent de Paul, Law Society, Equestrian Club, Environmental Society, Free Legal Advice Centre, Hiking Society, Suas Educational Development