Ciallí McEniff

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I am a driven, trustworthy and flexible individual who can learn new skills easily and execute them swiftly.

**EDUCATION HISTORY**

**BA Economics and Politics, University College Dublin, Dublin- Ireland 2015 – Present**

* Key Modules: Law, Politics, and Human Rights, Individuals and the State, Comparative Politics, Intermediate Macroeconomics & Microeconomics, European Economy, Financial Management, International Relations, Introduction to Financial Economics, Political Economy, Foreign Investment & Political Risk.
* Member of LawSoc and the St. Vincent de Paul Society

**Loreto College, St. Stephens Green, Dublin 2. 2012 – 2015**

* Higher in English, Gaeilge, Biology, Geography, Business and French. Ordinary in Maths. Played rugby and actively participated in weekly soup runs.

**WORK EXPERIENCE**

**Contract Automation Intern**, Avvoka, London - United Kingdom July 2018 - August 2018

* Mentored by two ex-magic circle lawyers who created the software, Avvoka. Adapting to Avvoka was simple. Adjusting quickly got me templating NDA’s for magic circle firms in week one. The experience familiarised the depths of documents needed for any type of internal or external agreement. I participated in market research leading to demo performances for potential software buyers, this process successfully led me to making a software sale with Twitter.
* The job involved engaging with MNEs to try sell Avvoka, which heightened the importance of commercial awareness and having a genuine commitment was the optimum way to help your client.
* Overall, gained a broad sense of knowledge in contract law.

**Summer Legal Intern**, Daniel Spring & Co Solicitors, Dublin 2 – Ireland May 2018 - June 2018

* Performed supporting office work duties such as photocopying, filing and drafting documents for court preparation. Completed legal research when being introduced to cases and enjoyed predicting proceedings.
* Produced motions, affidavits and plenary summons. Accomplished quintessential plenary summons which later were used as a template to show the new coming employees the level of quality accepted.
* I gained some insight into problem solving in the legal office environment, as it required a high degree of attention to detail and constant use of detailed analysis

**Waitress**, Camden Court Hotel, Dublin - Ireland August 2016 - May 2018

* I gained a lot of experience in relation to team work, and how to solve customer issues jointly, in an at times high-pressure service environment.
* I learned how to become customer/client focused, and always aimed to go above and beyond, with the goal of gaining full customer satisfaction.

**Sales clerk**, Kathleen’s of Donegal, New York - United States Summers’ 2012 and 2013

* Duties entailed keeping everything visually appealing, managed sales and answering customer service calls. All duties helped developed efficient problem solving skills in a positive, efficient way to fulfil the requirements of the customer.
* Duties: required organisational and innovative skills

**Job shadowing**, Treasury Department for ARYZTA AG, South Dublin - Ireland 2013

* Worked within the corporate finance section of the firm and conducted cash flow analysis, hedging of commodities and foreign exchange. Assisted with entering contracts to minimise currency risks, including the use of financial swaps. Analysing potential risk and problem-solve under intense situations was learned throughout my time here.
* The company operates across a range of geographies, cultures and firms. This professional exposure taught me about the industry and office working relationships.

**Job shadowing**, PR360-Intelligent Communications, Public relations firm, Dublin - Ireland 2012

* PR360, is a public relations company, which assists with photo calls for newspaper articles along with writing the articles. The highlights for me included attending the photo call for Aviva Health-care and attended a meeting with an international airline. Within the firm, time pressures and deadlines are a part of daily life, which emphasized for me how crucial good teamwork and time management is. Throughout my experience, I learned the importance of delegating in order to achieve deadlines.

**Job Shadowing**, Children’s University Hospital, Dublin 12 - Ireland 2012

* Observing a surgeon in the operating theatre for multiple surgeries showed the importance of being attentive to detail when performing professional duties.
* I learned the essentialness of having a strong bond with your patient is similar to the trust-based relationship between a lawyer and client.

**VOLUNTEER EXPERIENCE**

**Volunteer**, St. Vincent de Paul, Dublin - Ireland 2013

* Gained interacting skills towards customers and colleagues showing empathy towards customers and gained further interpersonal skills. Was held responsible for various duties including stock managing, phone and cashier work.

**Volunteer**, Gascoigne House, Dublin - Ireland 2013

* Interacted with residents through activities including bingo, card games, chatting, feeding, reading newspapers, etc. The experience proved the importance of constant awareness is vital for helping others.

**Teacher’s Assistant**, The Embassy Primary School, Dublin 4 - Ireland 2013

* Assisted the teacher with the class set up, as well as being involved in indoor and outdoor learning activities with the class.
* Duties: High attention to detail

Strong communicating skills

**SKILLS AND LANGUAGES**

IT: Competent user of all Microsoft Office packages (Word, Excel, Outlook, PowerPoint, Project) SharePoint and QuickBooks

Languages: English- mother tongue, French- conversational, Irish- conversational.

**INTERESTS AND HOBBIES**

* Enjoys extreme activities such as skiing, scuba diving and water-skiing. Certificates earned in skiing competitions as well as a PADI certificate in scuba diving.
* Enthused when playing Tag Rugby and Gaelic football, the game involves intensity, fitness and strategic thinking. Awarded to play team captain in GAA for 3 consecutive years.