Ciara Fahey

Final Year Business and Law Student

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**Education**

**Third-level Education:**

Bachelor of Business and Law (Hons) Level 8

*University College Dublin* | *Sept 2020 - Present*

* Grade Achieved: I currently hold an Upper Second-Class Honours (>65%)

*University Carlos III of Madrid* | January 2023 - May 2023

* I spent one semester studying abroad on an Erasmus Exchange Programme.

**Secondary School:**

*Scoil Mhuire, Strokestown, Co. Roscommon* | Sept 2014 - May 2020

* Grades
* Achieved in the Leaving Certificate 2020:

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level** | **Grade** |
| English | Higher | H1 |
| Irish | Higher | H3 |
| Maths | Higher | H4 |
| Accounting | Higher | H2 |
| Business | Higher | H1 |
| Home Economics | Higher | H1 |
| Music | Higher | H2 |
| French | Ordinary | O4 |

**Work Experience**

**Dublin Skylon Hotel, Drumcondra, Dublin 9. (September 27th - Present)**

* Perform the role of a waitress/bartender, serving food and drinks in the bar, whilst also working at private parties in our function rooms.
* My current position also requires me to serve breakfast for residents of the hotel.

**The Dock at Montrose Harbour Drive, Chicago, Illinois 60601. (June 2023 - August 2023)**

* Performed the role of a server on a beach bar/restaurant whilst on a J1 Exchange Programme.
* Communicated and socialised with many customers from all around the world, giving me great insight into the culture and lifestyle of several other nationalities.

**Dillon Solicitors, Unit A1 Nutgrove Office Park, Rathfarnham, Dublin 14. (March 2022-December 2022)**

* Provided administrative support and research for civil litigation and civil proceedings.
* Dictated weekly fee-earner meetings.
* Assisted solicitors with the closing of several files, and filed court documents on their behalf.
* Communicated with clients, giving them regular updates on the progression of their files.
* Regularly acted as a substituted for the firm’s receptionist.
* Wrote articles for the firm’s website page, which focused on current legal developments.

**Keenans Hotel, Bar and Restaurant, Tarmonbarry, Roscommon. (July 2020 – October 2022)**

* Performed the many tasks of a waitress, such as food running from the kitchen to the restaurant, taking orders from customers and preparing for big functions such as communions, christenings, birthdays etc.
* Worked behind the bar, preparing alcoholic beverages and cocktails for customers.
* Communicated and socialised in a warm and friendly manner with customers and members of staff.

**Chief State Solicitor’s Office, Ship Street Little, Dublin 8. (5th November – 16th November 2017)**

* Performed many administrative tasks such as copying and filing.
* Assisted with preparation for trials, hearings, and depositions.
* Attended many different trials and cases in a variety of courts, such as The Four Courts and The Criminal Courts of Justice.
* Shadowed several solicitors throughout the two weeks, which gave me the opportunity to get an insight into the daily lives of a variety of lawyers.
* Participated in case discussions and preparation with solicitors and other legal interns.

**Skills & Sporting Achievements**

* Received an Entrance Scholar award from University College Dublin.
* Advanced Microsoft Excel, PowerPoint, and Word, having completed the relevant ECDL courses.
* Appointed the role of Bank Manager, for my school’s Bank of Ireland banking programme.
* Confident team leader.
* Excellent communication and interpersonal skills.
* Improvement of my musical and performing skills as I played the main female role in our Transition Year Musical.
* Winning the Roscommon Intermediate Football Championship in 2018.
* Winning the All-Ireland Senior Schools Volleyball Competition.
* NUI Galway Business Studies Award.
* Transition Year Public Speaking winner.
* County Roscommon Enterprise Finalist.

*References available upon request.*