Ciara Gacquin

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**Executive Summary**

I am a dedicated, proactive, and reliable individual who thrives in challenging environments. My strong communication skills, developed through both work and education, enable me to navigate complex situations and resolve issues effectively. I am an active and engaged team player, always willing to contribute and support collective goals, while also excelling as an independent worker. My critical thinking abilities allow me to take ownership of tasks, driving projects forward with minimal supervision. With a strong determination to learn, adapt, and lead, I am confident that these qualities will enable me to make a meaningful impact in my future career, particularly in the field of law.

**Education & Training**

***Bachelors Of Business and Law – 3.52 GPA***

2020-2024, University College Dublin, Belfield, Dublin 4

Modules: EU Economic Law (A), Constitutional Law (A-), Contract Law (A-), EU Constitutional Law (A-), Negligence and Related Matters (A-), Environmental Law (A+)

***Leaving Certificate – 555 Points***

2014 – 2020, Convent of Mercy Secondary School Roscommon, Convent Road, Ardnanagh.

Results;English (H1), Mathematics (H2), German (H1), Music (H2), Biology (H3), Irish (H3), Accounting (H3)

**Work Experience**

***A.M Mannion Consultancy Ltd., Grange, Curraghboy, Athlone, Co. Roscommon***

**Part Time Administrator** *July 2019 – Present*

Organization of files, generating invoices, reviewed financial and management accounts for accuracy and completeness, proof-read tax reports, editorial work using Microsoft Word, Excel and PowerPoint.

***Dillon Eustace, 33 Sir John Rogerson's Quay, Grand Canal Dock, Dublin 2***

**Legal Intern**

Conducted in depth legal research and analysis, proposed practical solutions to unclear regulatory issues, drafted and proofread legal documentation, presented research findings and drafted legal briefs for publication.

***DPD, Athlone Business Park, Dublin Rd, Kilmacuagh, Athlone, Co. Westmeath,***

**Customer Service Assistant** *May 2021 – August 2021*

Answered phone calls and emails from customers, assessed questions and complaints in order to ensure customer satisfaction, used various programmes to track parcels and collaborate with colleagues, recorded complaints and raised these issues with a supervisor where required.

**Interests and Awards**

* I play for the Roscommon junior camogie team, whilst continuing to play both Camogie and Gaelic Football with my local club.
* Completed Grade 8 piano and am now working towards my teaching diploma.
* I enjoy learning languages, particularly German, and had the opportunity to travel to Munich on Erasmus which greatly developed my language skills.
* Numerous awards throughout my second-level education for academic excellence.

**Skill**

* Excellent communication skills –Through both my work and education, I have honed the ability to tailor my communication style to suit the client’s needs and the complexity of the issue at hand. I consistently provide clear, concise, and empathetic support, ensuring clients fully understand the issues and the solutions available.
* Teamwork – Through my sporting achievements, I have cultivated strong teamwork skills, enabling me to collaborate effectively and contribute positively to a cohesive work environment. I actively foster cooperation and support among team members, which enhances overall team performance.
* Time-Management – I have demonstrated exceptional time management skills by effectively balancing college assignments, work responsibilities, and extracurricular activities. This experience has honed my ability to prioritize tasks efficiently, meet deadlines, and maintain productivity in a fast-paced environment.