

CIARA LENNON

16 Kilgarve Court, Creagh, Ballinasloe, Galway

ciaralennonn@gmail.com | (089) 2052307

CAREER OBJECTIVE

I am a final year Corporate Law student who has excellent communication and leadership skills and an ability to deliver high performance on all tasks and to meet and surpass desired results. I am hoping that upon completing of my degree, in which I intend to secure a 1.1, to pursue a career as a solicitor.

EDUCATION

2017 to 2021 Bachelor of Corporate Law, NUI Galway Expected Result 1.1

4th Year Modules: Banking Law, Information Technology Law, Employment Relations, Buyer Behaviour Analysis, Global Marketing, Legal and Business Ethics, Labour Law, Comparative Competition Law, Family Law, Environmental Law, Work in a Global Context

3rd Year Modules: Land law, Alternative Dispute Resolution, Equity, Criminal Law, Evidence, Administrative Law, Jurisprudence

2nd Year Modules: Business Finance, Principle of Microeconomics, Principles of Macroeconomics, Commercial Law, Company Law, European Union Law, Entrepreneurial Venture Development, Management, Marketing Principles

1st Year Modules: Constitutional Law, Financial Accounting, Management Accounting, Contract Law, Tort Law, Information Management for Businesses, Business Information Systems, Legal Methods and Research, Irish Legal System

2011 to 2017 St. Killian's, New Inn, Ballinasloe, Galway Leaving Certificate: 429 points

Higher Level: English, Business, Biology, French, Home Economics

Ordinary Level: Mathematics, Irish

Common Level: L.C.V.P.

WORK EXPERIENCE

November 2019 to March 2020: Sales Assistant, Anthony Ryan's, 18 Shop Street, Galway

- Provided a personalized service to all customers that I served. It was here that I was truly able to showcase excellent communication skills by ensuring that customers received knowledge of all products in store and were made aware of any store promotions, providing an exceedingly high level of customer service.
- Processed sales, exchanges, and refunds on a daily basis while also dealing appropriately with any customers queries
- Worked very well under pressure, especially during the holiday periods when the store was at its busiest, which increased my confidence in my capabilities.

May 2018 to August 2019: Waitress and Barista, Bread Basket, St. Michaels Square, Ballinasloe, Galway

- Receive food & drink orders and served customer requests to the standards required.
- Assisted customers with any questions about the menu and would make recommendations where appropriate or requested, while also learning the names of and building relationships with regular customers.
- Responsible for opening and closing the establishment and with setting up and cleaning all equipment.
- Tasked with resolving complaints to achieve positive solutions for the customers and for the restaurant, which required me to work off my own initiative.

Summer 2017: Work Experience in Noonan and Cuddy, Society St, Ballinasloe, Galway

- Completed unpaid work experience in my local solicitor's office. Here is where my love of law further developed as I got to experience first hand what a day in the life of a solicitor is like.
- Was given office tasks, such as filing, photocopying scanning, and shredding documents.
- Was also given previous cases to read and then given the opportunity to discuss them with the working solicitor, who walked me through the cases step by step to further my legal understanding.
- Invited to attend certain meetings and asked to bear witness to certain documents.

December 2014 to August 2017: Waitress, The Bread Shed, New Inn, Ballinasloe, Galway

- Responsibility of serving customers, clearing all the tables and counters, and also tasked with the cleaning of the bakery.
- Once more experienced I was assigned to train and supervise new employees. This displayed high leadership abilities and also showed the high level of trust instilled in me from my superiors.
- Enhanced my analytical thinking abilities by solving any problems that arose affectively.

SKILLS PROFILE

Communication: Excellent communication enhanced through working as part of a team in a busy restaurant

Management: Developed this skill by being tasked with training in new employees while subsequently supervising the running of the restaurant in my previous job.

Flexible: Excellent multi-tasking abilities, quick to learn new things and thrive in fast-paced environments, which has been demonstrated in previous employments.

Result Orientated: Developed this skill by being tasked with hitting certain numbers of sales in retail and being determined to surpass these numbers. Also, exams and project work in university enhanced my attention to detail and displayed my need to accomplish any goals set.

ACHIEVEMENTS

- Received multiple awards from my school, including the Student of the Year award, a Music Recognition award, and a Business Student of the Year award.
- In line to receive the Employability Award and an Alive Certificate from NUI Galway upon completion of my degree.
- I have participated in volunteer work with the Free Legal Aid society and also with the Students Union in my university, while also participating in Moot Court competitions.

INTERESTS/HOBBIES

Fitness: While I have always been active over the years by my participation with my local ladies' football team, due to the recent pandemic I have developed a love for personal fitness, and more specifically the gym. I thoroughly enjoy setting a goal for myself and working towards achieving it.

Music: I have always had a keen interest in music from a young age. I play multiple instruments including the guitar, fiddle, and piano. I thoroughly enjoyed partaking in any musicals or talent competitions in school. I also became a member of the musical society once I entered university.

REFEREES

Martina Reynolds
St. Michaels Square,
Ballinasloe,
Galway
(086) 071 5988

Eoin Daly
Lecturer Above the Bar
School of Law
NUI Galway
EOIN.DALY@nuigalway.ie