**EDUCATION**

2015-2016 LLM International Human Rights Law, National University of Ireland, Galway – 2.I Honours

2011-2015 BA European Studies, Trinity College Dublin – 2.I Honours

2013-2014 Erasmus Year – Institute of Political Science, Strasbourg, France – 2.I Honours

2005 – 2011 Irish Leaving Certificate, Our Lady’s Bower, Athlone

**WORK EXPERIENCE**

**March 2017-current Gallery Assistant (part-time), Glasson Craft Gallery, Athlone**

* Created a website for the gallery and established a social media presence.
* Liaised with suppliers, ordered stock, and streamlined stock taking processes.
* Successfully completed administrative tasks for example applied for EU grants, recorded and managed supplier payments, and payment for commission works.

**Oct 2016 - Feb 2017 Legal Assistant, Tony Collier Solicitors, Criminal Defence, Dublin**

* Drafted documentation for lodgements in High Court proceedings.
* Arranged and attended consultations between clients and counsel.
* Represented the firm at Circuit Court and High Court proceedings.
* Created a system for updating Circuit Court and High Court cases and relevant legal aid payments.
* Organised and prepared documentation for mitigation in support of clients’ cases.

**June - Aug 2015 French Customer Operations Representative, Cartrawler, Dublin**

* Assisted customers during their car rental for example made reservations on their behalf and resolved any problems which arose during their rental.
* Received awards for outstanding customer feedback and productivity.
* Developed and shared translations of necessary vocabulary for non-native French speaking colleagues.
* Gained an understanding of the needs of Irish technology companies and their customers.
* Learned about the importance of clear contract terms and of adapting certain contract terms to the native market

**July - Sept 2014 Summer Intern – Translations Project Manager, Cartrawler, Dublin**

* Liaised between different stakeholders in Cartrawler, and with a third-party translation company to ensure effective delivery of translations.
* Implemented a translation cycle schedule to streamline the process.
* Coordinated with R&D to automate uploading translated material to the internal operating system.
* Managed the translations budget.

**Sept - Dec 2013 Parliamentary Assistant, MEP Marian Harkin, Strasbourg, France**

* Supported Marian Harkin during the Plenary Session in the European Parliament.
* Responded to constituents queries.
* Attended parliamentary committee meetings on behalf of Marian Harkin.

**ACHIEVEMENTS AND INTERESTS**

* Multiple Myeloma Ireland: Fundraiser. Competing in the Dublin City Marathon October 2017.
* Model United Nations Delegate (Geneva): Represented my Erasmus University on the Human Rights Council.
* Amnesty International (Trinity College): Events Officer. Organised weekly events for fundraising and awareness campaigns.
* Member of ‘Trinity Dean of Students’ Roll of Honour 2013: received recognition for voluntary work on campus.
* Certificate for French language, from The Sorbonne, Paris. Advanced level, B2, with First Class Honours.
* Have excellent French, and conversational Spanish.

**REFERENCES**

**Academic Professional**

Dr. Edward Arnold, Sarah Reveillard,

Assistant Professor, Global Marketing Manager,

Trinity College Dublin, Sage Ireland,

College Green, Central Park,

Dublin 2. Leopardstown,

 Dublin 18

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