

## Ciara O'Keefe

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### EDUCATION

2015 - To Date: Maynooth University, Maynooth, Co. Kildare.  
B.C.L Law and Business.  
Overall result, Year 2 - 2.1  
Overall result, Year 1 - 2.1

2009-2015 Mount Sackville Secondary School,  
Chapelizod, Dublin 20

### WORK EXPERIENCE

<b>A&amp;L Goodbody Solicitors</b>	September 2017 – March 2018	Co-op Student
<b>Maynooth University</b>	August 2015 – September 2017	Access Officer and MAP Ambassador
<b>Next PLC</b>	November 2015 – June 2017	Sales Assistant
<b>Cullen &amp; Co Solicitors</b>	June 2014 – September 2014	Receptionist

### PERSONAL TRAITS and QUALITIES

- **Travel Experience:** June 2017 to September 2017 I travelled around Thailand experiencing the different culture and jaw dropping beaches, especially across the southern Islands. During the summer of 2018 I hope to continue to explore South East Asia by trekking through Vietnam and Bali before I return to college. I have also been to most European cities, however my lifelong dream has always been to venture to Machu Picchu and complete the Inca Trail then travel to up to relax in Cuba – *transported back to the 1950's ? Yes please!*
- **Communication, Ability to Adapt to New Environments and Interpersonal skills:** when dealing with team members and clients. Which have been developed through many customer focused industries such as A&L Goodbody and Next Sales team.
- **Good Interpersonal Skills:** In Next, service is second to none and sales staff are encouraged and rewarded based on 'customer compliments'. When I left in June I was **one of 5 employees with the highest customer satisfaction**. In the Access Office, I have to ensure students feel comfortable and can express any doubts or worries they have with me – approachability is the reason as too **why I was promoted two years in a row**. Now in A&L Goodbody I apply professionalism to every situation. This was put to the test when I attended the Arbitration Ireland AGM and reception, with the partner of my team, to get to know a variety of industry professionals.

- **Leadership skills:** My ability to **work in a team** has come from a background in hockey and also from working with the Access Office in Maynooth. As hockey captain, and a **head leader** in Maynooth, I have liaised and worked with students to ensure they are happy and well looked after in college – especially if they are dealing with a social, economic or personal crisis in their lives. Through working in A&L Goodbody I have also worked in teams to share work and jobs to be done.
- **Conflict Resolution and Ability to Balance Workloads Efficiently** when dealing with briefs to Counsel and delivering documents urgently. This was a main priority during one of A&L Goodbody's cases in which we had to serve notice on a client quickly and discreetly. One of my key roles in A&L Goodbody is to circulate a weekly bulletin to my team, through a short presentation, containing up to date media coverage of our various client's activities. I also **mediated conflict resolution** when dealing with customers in Next most notably after the Christmas period.
- **Proficient in Microsoft Office Applications.** I have used **Word, Power Point and Excel** presentation in my work for A&L Goodbody. I am also very experienced in **PDF Docs, E-briefs**, redacting and redlining documents.

## SKILLS and CHARACTERISTICS

- **Team work:** I am a member of the **Maynooth Hockey team**. I **train twice a week with my team, a mix of males and females** from all years and courses. We have a great team spirit and have been on many trips together including varsities and Inter-varsities. I enjoy working on a team and the competitive edge that comes with playing hockey.
- **Confidence and Interpersonal skills:** I am involved in the **Access Society**, this is a great social club and enables me to get to know people from all courses in Maynooth. Being a part of the Access Society greatly helped me settle into college and has **greatly increased my confidence both in my communication and interpersonal skills**. In turn I give my time to promoting the university through the Access Society to encourage those who might find it hard to settle into college, to find their niche and encourage them to thrive within Maynooth.
- **Empathy:** I am a member of **FLAC** and attend the Free Legal Aid clinics when they are held in Maynooth. For this clinic I completed training in 2015 which gave me a basic knowledge on certain aspects of law, such as family and employment law. I enjoyed **the opportunity to work with Solicitors** and give advice in the same way that they would give to a client. To see first-hand how to advise during difficult times. I am also a member of the Mercy Law Resource Centre in A&L Goodbody which provides pro-bono legal advice to homeless people.
- **Charitable:** I am a member of the **Cancer Society in Maynooth** and attend various **fundraisers** throughout the year such as the Relay for Life. A 24 hour walk around Maynooth campus. I have also completed the Mini Marathon and Darkness into Light run on an annual basis.
- **Eagerness to Get Involved and Punctuality:** In A&L Goodbody, I also participate in many social activities such as a **Lip Sync Battle and the ALG choir**. I have completed a **Pro Bono** case and am currently a member of the Suas Paired Reading programme, within which I read with children of St Josephs Co-ed School and encourage them to improve their literacy skills. Prioritising my work over social events is key to getting where I want to be in the future, and because of this I have **never been late to work** – this is a trait I am very proud of.

ACADEMIC AND PERSONAL REFEREES ARE AVAILABLE ON REQUEST