**Personal Skills:**

Determination

Perseverance

Attention to detail

Confidence

Research Skills

Diligence

Committed

Motivated

Organisation

Team Work

Time Management

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Organisational skills

Presentation Skills

**Education and Academic Qualifications:**

**Undergraduate: 2015 - 2019**

* Bachelor of Business & Law, University College Dublin.
* Average overall GPA to date: 3.714 (First Class Honours)
* Modules including:
  + Contract law, company law, constitutional law, criminal law, EU law, negligence and tort law, property law and equity.
  + Accountancy, finance, marketing, economics, management, analytics.

**Leaving Certificate: 2009 – 2015**

* 550 points, including honours English, Irish, French, mathematics, physics, home economics and business studies.

**Achievements:**

* Runner up in KPMG Tax Factor Competition 2017.
* Achieved a position on exchange to University of Queensland, Brisbane for the second semester of third year.
* Position on the UCD Corporate and Commercial Law trip to London 2017.
* Best leaving certificate results in Loreto College Mullingar 2015.
* Awarded for diligence and effort in secondary school.
* Involvement in Big Brother, Big Sister Programme as a Big Sister from September 2014 to May 2015.
* Senior Prefect & Second Year Mentor for the academic year 2013/2014.

**Qualifications & Skills:**

* Trained in SAP operating system and Accounts IQ at third level.
* Trained and experienced in Opera management system from work as a hotel receptionist. Trained in eAudit software with KPMG and experience with KeyHouse operating system.
* Excellent computer skills and very fast learner.
* Strong computer skills including Microsoft Word, Excel, PowerPoint and Access.
* Have studied various modules based heavily around Microsoft Excel and ICT.

**Personal Details:**

Cliodhna Hand

103 Brookfield, Mullingar,

Co. Westmeath.

T: 087 7710725

E: cliodhnahand@eircom.net

**Work Experience and Employment History:**

**J.A. Shaw and Co Solicitors; Legal Intern August 2018**

* Worked on cases for individuals and businesses ranging from house sales to employment law to licence renewals. Regularly accompanied partners to client meetings, gaining exposure to client interactions.
* Involved in the registering of deeds and title and the drafting of letters, gaining exposure to legal drafting and the language required.
* Drafting of contracts for the sale of various properties, including family homes and businesses in receivership.
* Gained an appreciation for the role of logic in a law practice as well as the importance of process in law firms and legal proceedings.

**UCD Student Legal Service (SLS) Clinics 2015-2018**

* Participation in UCD Student Legal Service free legal aid clinics, offering free legal information to the students of UCD. Enhanced legal skills and practical experience through training sessions given by practicing legal professionals and academics of the Law School.

**UCD Corporate and Commercial Study Trip (London) March 2017**

* Visited seven of the leading Corporate and Commercial Law Firms in the city of London. Gained valuable insights into culture and life in the large corporate and commercial law firms of London. Gained an insight into the workings of large commercial firms and the types of cases dealt with.
* Participation in various workshops within the firms. Some of the highlights included:
* Insight into the timeline of a corporate deal, delivered by Clifford Chance,
* Developed and improved negotiating skills through a Slaughter and May negotiation workshop,
* DLA Piper offered an interactive session concerning a real estate finance deal,
* A case study on competition law with Freshfields Bruckhaus Deringer,
* Networking with trainees and associates from each practice area of Dentons and with trainees of Clyde & Co,
* Advocacy and arbitration workshop in Herbert Smith Freehills.

**A&L Goodbody LawStart Day Workshop May 2017**

* Gained a deeper insight into the work, practice and culture of a leading Irish law firm. The day included discussions of the various practice areas of the firm, followed by work shadowing of a current trainee, networking with trainees from various seats and an interactive workshop highlighting the type of work the firm does.

**KPMG; Auditing Intern July- August 2018**

* Gained exposure to the business world, working on audits for small and large businesses. Worked effectively as a member of a team, communicating efficiently and enthusiastically throughout.
* Further developed analytical skills, revising reports and financial statements picking out any errors.
* Participation in a professional learning and development scheme.

**KPMG Tax Factor Competition 2017**

* Runner up in this competition for teams of third level students.
* Team analysis of a current tax business problem under time pressure and present findings to a panel of KPMG Tax Partners.

**Hampton Country Day Camp; Camp Counsellor June- September 2017**

* Role as a camp counsellor for three-year-old children, which involved working as part of a team, exhibiting strong interpersonal skills communication skills and organisation skills.
* Organising a timetable for the children and anticipating any accidents that may arise.
* Attention to detail required in order to write a detailed report on each child at the end of each day.

**Bloomfield House Hotel, Mullingar; Front Office Receptionist January 2016 - 2018**

* Position as a front office receptionist, involving taking bookings by phone and email and dealing with general customer queries in a timely manner, requiring organisation and prioritisation.
* Experience in guest check-ins and departures, as well as revising guest bills. Developed the ability to remain calm under pressure, during busy periods.
* Direct client interaction contributing to enhanced professional mannerisms and a deeper understanding of the importance of a client-focus.

**Martin’s XL, Mullingar; Shop Assistant June 2013- March 2015**

* Gained experience in the customer service sector and in the day-to-day running of a small business. Developed excellent communication skills and an understanding of the value of the customer experience. Maintained a part-time job through my leaving certificate studies.