**Cliodhna McHugh**

Tobar Na Gaoithe, Cotlerstown, Cockle road

 Monasterboice, Drogheda, Co. Louth

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**Personal Skills/Qualities**

* Hard working
* Well developed interpersonal skills
* Organisational ability
* Ability to work well under pressure, and in a fast paced environment

**Education**

* Saint Patricks National School, Harestown, Co. Louth- 2002-2010
* Our Lady’s College Greenhills, Drogheda, Co. Louth- 2010-Present
* Level 8 Law (LLB) student at Maynooth University, Maynooth, Co. Kildare 2016-Present, with a consistent grade of a 2.1 thus far.

**Leaving Certificate results 2016**

* 475 points

**Employment History**

* Office agent of McKeever Taylor Solicitors, 31 Laurence Street, Drogheda, Co. Louth

 30th of July 2013- 25th of September 2016

* Duties included: office banking on a daily basis (i.e. lodging cheques, having bank drafts issued, withdrawing money etc), assisting in office filing, covering reception, organising and posting letters on a daily basis, making local deliveries to other solicitor offices etc.,
* Floor staff supervisor and subsequent Bar staff-The Westcourt Hotel, 29 West Street, Drogheda, Co. Louth: 24th of November 2016- June 2018
* Duties included: As floor supervisor, I ensured all floor staff had allocated stations and the appropriate supplies to carry out their duties. I assigned breaks, I oversaw each of the bar and function room floors were properly maintained. I ensured the floor staff were correctly carrying out their duties. I handled any complaints/issues which arose regarding the bar floor, and trained any new staff members.
* As bar staff, I had the opportunity to learn the additional skills required such as; cocktail making, barista training, keg changing, stock orders, and applied my knowledge of customer service as floor staff supervisor to my new duties.
* Bar staff Supervisor- The Trinity Quarter, 81 Trinity Street, Drogheda, Co. Louth: 22nd of June 2018- 29th of July 2019
* Duties included: As Bar supervisor, I ensured the correct running of each of the bars, as well allocating duties to each staff member, and ensuring they were properly prepared to carry out their duties. I assigned breaks, and I aided in ordering the correct levels of stock each week. I opened and/or closed the bars each day, provided tills for each bar, and oversaw the work of each of the staff members. I was responsible for training new staff members, through demonstrating customer service, cocktail making, barista training etc.
* Bar staff- Bitter and Twisted, 79 West Street, Drogheda, Co. Louth: August 2019- Present

**Other Activities**

* German exchange programme September 2013.
* School Mock trials 2014
* Member of the Louth Hunt Pony Club from June 2010- December 2015
* School Librarian 2015- 2016
* Fully trained barista (1 year experience)
* Fully trained in cocktail making (2.5 years experience)
* Former volunteer in the Yellowbatter elderly club, Drogheda, Co. Louth; teaching the elderly the use of computers: 2013-2014
* Current fundraising volunteer with the Irish guide dog association: September 2019-Present

**Achievements**

* Captain of a Louth Hunt Pony Club equestrian team July 2013
* Vice Captain of Louth Hunt Pony Club equestrian team July 2014
* Achieved D+,C and road safety examinations in Louth Hunt Pony Club
* Certified in basic first aid and water safety
* Successfully completed EDCL (European Computer Driving Licence) course
* Winner of English essay competition 2014- 2016 consecutively
* Fully qualified driver since August 2015
* Currently working towards the “Department of Law Research Participation Award”, in Maynooth University, a large scale project which concerns the impact of Wikipedia on the Irish Supreme Court cases’ influence.

**Referees**

Mr. Richard Stephens Mr. James Winters,

Former bar manager, Former general manager,

Westcourt Hotel, The Trinity Quarter

29 West Street, 81 Trinity Street

Drogheda Drogheda,

Co. Louth Co. Louth

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