**Cliodhna McHugh**

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As an individual, I possess an advanced level of organisational ability. I have well developed interpersonal skills, and have gained valuable experience, through my previous positions of responsibility, to work well under pressure. I also possess advanced people management skills through my consecutive supervisory employment positions in various establishments.

I also have a unique insight into the running of a law firm; through my previous roles within a solicitors’ office, and I have extremely valuable personal experience regarding the process of a court case, from 2017-2019.

**Education**

* St. Patricks National School, Harestown, Co. Louth- 2002-2010
* Our Lady’s College Greenhills, Drogheda, Co. Louth- 2010-2016
* Level 8 Bachelor of Laws (LLB) student at Maynooth University, Maynooth, Co. Kildare; 2016-2020, with a current GPA of 2.1

**Leaving Certificate results 2016**

* 475 points

**University grades**

* Year 1- Law and Business (BCL)- GPA of 2.1 in Law modules
* Law modules: Tort, Contract, Criminal, Legal research, Intro to Law, and Constitutional Law
* Year 2- Law (LLB)- GPA of 2.1
* Modules: EU Law, Criminal Law II, Evidence, Administrative Law, Constitutional Law II, International Law, Introduction to the American Legal system, Innovation in professional practice and Moot Court.
* Year 3- Law (LLB)- GPA of 2.1
* Modules: Equity and Trusts, Land Law, Company Law, Dispute Resolution, Employment Law, International Justice, Media Law and Family Law.
* Year 4- Law (LLB)- GPA TBC
* Modules: Banking & Financial Law, Whistleblowing Law & Policy, Criminology, Public Health Law & Policy, Contemporary issues in medicine & the Law, and Education & the Law.

**Employment History**

* Office agent and Intern: McKeever Taylor Solicitors, 31 Laurence Street, Drogheda, Co. Louth

 30th of July 2013- present

* Duties: responsibility managing banking procedures, assisting in office filing, client interaction; covering reception, drafting letters, assisting in drafting advice for clients, attending on meetings, drafting attendance notes, billing and managing AML, and drafting fee narratives.
* Floor staff supervisor and Bar staff-The Westcourt Hotel, Drogheda, Co. Louth: 24th of November 2016- June 2018
* Duties: As the youngest supervisor to hold the position, at 19 years old, I allocated stations, assigned breaks, ensured the bar floors were properly maintained. I gained substantial experience in people management through handling any complaints/issues which arose regarding the bar floor, and managing those older than I was. I was also responsible for providing training for new staff members.
* As bar staff, I learned additional skills such as; managing supplier relationships and procedures (stock orders), and applied my knowledge of customer service as floor staff supervisor to my new duties.
* Bar staff Supervisor- The Trinity Quarter, Trinity Street, Drogheda, Co. Louth: 22nd of June 2018- 29th of July 2019
* Duties: I managed each of the bars, and allocated duties to each staff member. I assigned breaks, managed supplier relationships and procedures, opened and/or closed the bars each day, organised tills, handled complaints, and provided training new staff members.
* Bar staff Supervisor- 79 West Street, Drogheda, Co. Louth: August 2019- Present
* Duties: organising stations for staff, opening and closing of the bars, providing staff training i.e cocktail training, handling customer complaints, and ensuring customer satisfaction, designing cocktail menus, aiding in creating promotional events etc.

**Other Activities**

* Greenhills German exchange programme
* School Librarian 2015- 2016
* Fully trained barista
* Fully trained in cocktail making (2.5 years experience), making an average of 400 premium cocktails per week for the past 2 years.
* Former volunteer in the Yellowbatter elderly club; teaching the elderly the use of computers

**Achievements**

* Former captain of a Louth Hunt Pony Club equestrian team
* Successfully completed the EDCL (European Computer Driving Licence) course, a unique computer qualification in the use of basic and complex computer systems
* Winner of the Greenhills English essay competition on two consecutive years.
* Current participant in the “Department of Law Research Participation Award”, in Maynooth University, a large scale project, in association with MIT (Massachusetts Institute of Technology) which concerns the impact of Wikipedia on the Irish Supreme Court cases’ influence. It is a unique undergraduate research project aimed at making access to Irish Supreme Court cases easier, without the use of expensive legal research platforms.

**Referees**

* Available upon request