**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 an **overall 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 of 2.1, ranking in top 20% of the class (27th out of a class of 138)**
* Modules: Banking & Financial Law, Whistleblowing Law, Criminology, Public Health Law, Contemporary issues in medicine & the Law, and Education 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, 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 (3.5 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.
* Recipient of the “Department of Law Research Participation Award” 2020, 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