**Emma Flanagan**

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**Education**

**FE-1 Candidate**  October 2021 - Date

**BCL (Law and Business)** University College Cork 2021

**First Class Honours**

Notable Modules include: Financial Services Law, Income Tax Law, Management Accounting, Investment Appraisal, Designing and Using MIS, Commercial Law, Company Law, Economics of Strategic Behaviour, Equity Law, Leadership and Organisational Behaviour, Business Ethics, Jurisprudence, Pricing Assets and Valuation, Law of Property

**Leaving Certificate**, Scoil Mhuire agus Íde, Newcastle West, Co. Limerick 2017

**543 points**, including: Business (H1), Economics (H2), English (H2), Irish (H2), Maths (H4), French (H2), Biology (H2)

**Undergraduate Projects and Experience**

* Completed Matheson Virtual Experience Programme November 2020, developed document review, legal drafting and transaction management skills through online platform
* Selected for Arthur Cox Summer Placement Programme July 2020, cancelled due to COVID
* Attended A&L Goodbody LawFirst Day May 2018, gained insight into corporate law firm work and culture, shadowed trainees, participated in problem solving workshop
* Clinic Legal Skills Module: advanced group work, data analysis and critical appraisal skills, enhanced experience with legal databases and Microsoft Office
* Moot Court: enhanced oral advocacy and presentation skills, expanded legal research skills, gained practice in developing and structuring coherent legal arguments

**Work Experience**

**Alter Domus, Cork June 2021 – Date**

*Regulatory Reporting Officer*

* Ensuring timely and accurate preparation of financial reports in compliance with AIFMD reporting regulations, as well as internal company procedures for clients
* Analysing and conceptualising data in calculation of financial information efficiently and leveraging Acarda software and excel capabilities in order to assist team in meeting quarterly deadlines
* Facilitate governance framework by implementing anti money laundering and quality assurance policies

**The River Lee Hotel, Cork July 2018 – June 2021**

*Food and Beverage Assistant in Breakfast and Events*

* Ensuring high quality customer service and care by applying comprehensive training modules
* Serving up to 300 guests for breakfast and subsequently organising large evening functions
* Supporting colleagues in a collaborative manner in a Great Place to Work environment
* Training new employees in POS system proficiency and company policies

**Tapshack, Vancouver, Canada May 2019 – August 2019**

*Server*

* Provided excellent service to customers in a fast-paced environment outdoors in hot weather
* Exceeded sales targets by advising customers and upselling local products
* Achieved adaptability skills and independence through communicating effectively with people of different cultures in a new country
* Maintained independent cash float management and processed payment transactions

**The Villager Inn, Castlemahon, Co. Limerick September 2017 – July 2018**

*Bartender*

* Served drinks to customers in a fast-paced environment
* Monitored and replenished stock levels, improving time management and prioritisation skills
* Improved interpersonal skills and built rapport with regular clients by utilising empathy and enthusiasm in serving a wide variety of customers
* Entrusted with running the pub while manager was away

**Positions of Responsibility and Achievements**

**Simon Society UCC** *Chairperson on Committee for 20/21* – fundraising for the Cork Simon Community by leading the society through delegation of assignments, liaising and collaborating with the societies executive, utilising administrative and presentation skills, implemented social media strategy to enhance membership engagement by increasing Instagram followers by 40%

*Finance Officer on Committee for 19/20* – applied for society funding throughout the year, created and managed the budget of €4,000, dealt with cash lodgements and bank transfers between societies and directly to the Cork Simon Community, ad hoc organisation of events which raised €3000

**Peer Support Leader UCC for 18/19**

* Year-long mentoring of first year international students which involved regular outreach communication to students in a professional and supportive manner
* Facilitated regular reflective practice and training which improved public speaking skills and resolved student issues
* Led to UCC Works Award under the Student Life Pathway volunteer programme

**References**

Theresa Murphy, HR Manager, River Lee Hotel Declan Walsh, Personal Tutor, UCC

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