**Fiona Griffin**

**Address**

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**Profile**Ambitious student with strong academic record and excellent communication skills seeks challenging work in the law sector.

**Education**D.I.T – Currently in final year of **Business and Management** (Accounting Major)

University College Cork – **Bachelor of Commerce Degree** (Year 1, 2 & 3)

**Exam Results**

Received **Second Class Honours Grade 1** in first, second and third year including a **First Class Honours** in Company Law.

**Core Subjects**

* Taxation
* Financial Reporting
* Advanced Management Accounting

**Projects**

Learned valuable team-working skills and delivered all project work to deadlines.

**People in Organisation:** This project tested my ability to motivate myself to achieve a high grade and complete the project before deadline. The project brief required me to formulate a selection strategy in relation to recruitment based on a specified case study. I not only completed this project well before the deadline required for submission but I also achieved a grade of 67% in this project.

**Leaving Certificate Completed** – June 2010 **430 points** achieved including a **B1** in **English** and **Accounting.**

**Experience**

**Byrne-Wallace Law Firm (April 2015 – August 2015)**

* Displayed fast-learning skills having adapted successfully to an environment and a job in which I had no previous relevant experience.
* Demonstrated effective communication skills through the various team work assignments the job demanded.
* Worked diligently on various presentations relating to the new Companies Act.
* Showed my dedication to the job by coming in early many mornings to help out the marketing department with various events.
* Worked with various partners and associated on a daily basis by proof reading documents and drafting online press releases.
* Enjoyed working as part of a team representing the firm in the Annual Eversheds Sports Day in aid of Barretstown.

**Seanad Ireland (August 2015 – September 2015)**

* Responsible for proof reading various press articles.
* Accountable for sending out a large mail-out to various councillors.
* Demonstrated strong writing skills by constructing draft speeches for the Senator.
* Showed my dedication to the job by working for the month for free and doing long hours.

**Intercall – Pre-Pay Power Account (April 2014-August 2015)**

* Worked diligently as a member of both the web team and later headed up the retention team.
* Achieved above and beyond monthly targets required by the relevant teams.
* Displayed my dedication to the job via the number of overtime hours I worked during my period with this company.
* Demonstrated effective interpersonal skills and worked well under pressure.

**Skills**

**Hard Working:** Completed all examinations in both classical flute and piano, hence, I am a qualified flute and piano teacher. I have taught students piano and guided them through their classical grades in piano.

**Team Work:** Member of the Presentation Secondary School Debating team and reached the All-Ireland quarter finals for two consecutive years.

**Presentation Skills:** Completed all of my examinations in Speech and Drama, hence, I am a qualified Speech and Drama teacher. In the past I have taught drama to students in the “Pauline Dwan Stage School”.

**Interests/Achievements**

**EY Head to Head Challenge:** While my team was unsuccessful during this challenge I was picked out as an outstanding performer and was selected as Ernst & Young’s wildcard choice from DIT.

**ECDL:** I have successfully completed all ECDL modules and I am proficient in Microsoft Word and Excel.

**College:** Elected P.R.O for a youth political society in UCC.

**Charity:** Raised money through utilising my talents in singing and playing instruments for various charity organisations.

**Travel**: I have travelled all around the United States and Mexico, also securing a full-time job for two summers in a row while there.

**Referees**

Gillian O Shaughnessy Niall Kelleher  
Partner – Byrne-Wallace Law Firm Managing Director - Intercall

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