

GRACE O'NEILL
Fairlands Park Galway
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CAREER OBJECTIVE

Motivated, independent, and ambitious Postgraduate Law Student at the University of Galway. Partaking in the final year of the LLB course, following my completion of my International Bachelor of Arts in Law and Political Science Degree in August 2024.

EDUCATION

2024 - 2025	LLB, Bachelor of Law, University of Galway, Expected Result: 2.1
Modules:	Labour law, Land Law, Company Law, Equity, Guided Research Essay, Family and Child Law, and Moot Court.
2020 - 2024	Bachelor of International Arts in Law and Political Science, University of Galway Overall Result: 58 (2.2) Third Year: Completed a one-year Erasmus program at the Katholieke Universiteit Leuven, completing Master Level Law modules.
2016 – 2020	St. Francis Preparatory Highschool, Queens, New York. Advanced New York State Regents Diploma, New York State High School Diploma, ACT Exam: 29.

WORK EXPERIENCE

Sept 2024-current Part-time Receptionist, Harbour Hotel, Galway

- Managing the front desk operations, including greeting, and helping customers arriving, answering high volumes of phone calls, and working along with the other hotel departments.
- Completing administrative tasks, including cash-ups, data entries, preparing documents for all check in and outs of the hotel.

Jan 2023 - June 2023 Irish College Leuven, Leuven Belgium

- This job entailed many different requirements including, assisting at cultural and academic events and conferences for groups visiting from across Europe.
- The Irish College Leuven offered an excellent opportunity to learn about Irish culture abroad and meet members of political organizations across Europe.

Sept 2018- Sept 2021 & May 2022-Aug 2022 Lead Receptionist and Part-Time Assistant Manager Simple Skin Spa, Maspeth, New York

- Dedicated Spa Attendant with five years of experience providing excellent customer service.
- Role involved a combination of operational, administrative and customer service duties to ensure the smooth running of the spa.
- Managing spa appointments and ensuring efficient booking processes.

- Monitoring the stock of spa supplies and products, completing stock intake and reordering products when necessary.
- Ensuring the spa followed all relevant health and safety regulations.

2017-2020 Volunteer Administrative Assistant, Kiss Construction, New York

- Aid in the preparation of documents for Environmental Government Agencies such as the Department of Environmental and Environmental Protection Agency, New York. Proficiently manage incoming calls, skillfully coordinate, and arrange appointments and proving strong organizational abilities to ensure efficient scheduling and time management.

Sept 2023- Jan 2024 Monroes Bar and Tavern, Galway

- Excelled in delivering exceptional customer service by providing attentive service for everyone dining. Demonstrating strong communication and interpersonal skills and multitask to manage high-volume service periods.

Sept 2021 – Dec 2021 Sales Assistant, Dunnes Stores, Galway

- Provided excellent customer service by greeting customers, assisting with product inquiries and ensuring a positive shopping experience Operated the cash register, processed transactions, and handled refunds and exchanges.
- Worked closely with team members to achieve a successful business.

AWARDS AND ACHIEVEMENTS

- I am Vice-President of Moot Court Competitions with the ELSA (European Law Student Association) Society in the University of Galway for the 2024/25 academic year. Currently, I am in the process of organizing Galway’s own Moot Court Competition for the 2025 term, involving students from all over Ireland.
- Had the opportunity to represent the University of Galway at the Frances Kyle National Moot Court at Trinity College Dublin, hosted by ELSA Ireland. My Colleague and I successfully made it to the semi-final of the competition.
- In 2022, 2023 and 2024 I have been awarded the Frank.J academic scholarship issued by the Environmental Contractors Association, New York to aid with my tuition.
- Member of University of Galway Law Society and Women in Law Society.
- Currently, along with an academic writing team I am organizing an ELSA Essay Writing Competition on the topic of European Union Law.
- Attended the 2024 Intervarsity Law Summit, which took place in Galway. This was an insightful weekend, consisting of both a moot court competition and mock trial competitions

SKILLS PROFILE

Leadership: Through my current and previous work experience I have had the chance to grow as a leader and see the difference that having a good leader makes for the team.

Communication: Through my work as an assistant manager, I have been able to polish my communication skills. The tasks of an assistant manager rely heavily on the ability to have effective communication with my team.

Responsibility: Due to the high demands and pressures of my past employment, and extra-curricular college roles, I have grown into a highly responsible person. I am good with accepting responsibility for my own actions and with accepting criticism from others.

IT Skills: Proficient in, PowerPoint, Google Sheets/Slides/Teams, Excel, and database systems, e.g., Lexis and Westlaw.

