**HIGHLIGHTS**

- Director of Studies, head English language teacher & project leader

- Strong public speaker

- Time Management/Multi-tasking

- Document review - Microsoft Office

- Personable & Energetic

**EDUCATION**

**Trinity College Dublin**

LLM (2.1) Sep 2014 – Aug 2015

**Dublin City University**

Bachelor of Economics, Politics & Law (2.1)

Placed 6th in a class of 29 Sep 2011 – June 2014

**The Kings Hospital** (Secondary School) 2003-2009

**EXPERIENCE**

**MLI International Schools** *13 Fitzwilliam Square E, Grand Canal Dock*

***Director of Studies*** June – Sep 2018

⬩ Responsible for a team of up to 10 teachers & 150 students;

⬩ Established & maintained open communication among staff, with clients and Head Office;

⬩ Ensured a high standard of teaching was maintained, with students receiving well planned, well-taught and relevant lessons, according to company guidelines;

⬩ Implemented & maintained correct academic procedures, including placement testing, weekly tests, class size & composition, allocation of teachers to appropriate classes, completion of paperwork, records of work & certificates;

⬩ Organised graduation ceremonies upon students’ completion of the programme;

⬩ Ensured the safety & welfare of all students/staff at all times.

**Horner School of English** *40 Fitzwilliam Street Upper, Grand Canal Dock, Dublin 2*

***One-to-one Business English Teacher*** Oct – Nov 2017

⬩ Conducted one-on-one classes with employees of Smurfit Kappa Business Group;

⬩ Aided employees with the preparation of presentations for yearly conferences.

**Colegio Tajamar, Department of English** Sep 2015 – June 2017

*C/ Pio Felipe, 12, 28038 Madrid, Spain.*

***English Language Instructor & Chief English Liaison***

⬩ Hands-on role in directing the English department – weekly meetings with colleagues to exchange experiences and ideas on how to increase communicative-based learning;

⬩ Point of contact for state examiners;

⬩ Observed new English teachers & provided feedback on their classes;

⬩ Prepared students (both internally and externally) for state examinations;

⬩ Chief English correspondent for the production of videos and exam-related listening material.

**Atlas Academy,** *C/ Malgrat de Mar, 9, 28038 Madrid, Spain.* Oct 2015 – May 2017

***Head English Teacher***

⬩ Conducted presentations, through PowerPoint, in front of 100 students at a time.

**McDowell Purcell Solicitors,** *Capel Building, Mary’s Abbey****,*** *Dublin* Sep 2014 – Nov 2014

***Legal Intern***

⬩ Practical experience in relation to insolvency, litigation and mortgage arrears re defaulting borrowers, personal guarantors and syndicated property companies/partnerships;

⬩ Sorted through summons’ and foreclosure documents and drafted Excel spreadsheets to log the information; Provided support to a senior partner in the preparation of the spreadsheets;

⬩ Organised corporate records and paperwork;

⬩ Supported solicitors, legal executives & associates;

⬩ Attended the Four Court to get legal proceedings formalised.

**J1 Working Visa in Chicago** May – Sep 2013

**FE1 EXAMINATIONS**

|  |  |
| --- | --- |
| **Subject** | **Result (%)** |
| Criminal Law | 72 |
| Constitutional Law | 61 |
| European Union Law | 61 |
| Property Law | 59 |
| Equity & Trusts | 54 |
| Company Law | 50 |
| Tort Law | Awaiting Result |
| Contract Law | Awaiting Result |