**Isabel MaguireContact:** 083 069 1411

43 Eaton Square,

Terenure, **Email:** isabel.maguire@yahoo.com

Dublin 6W, **Date of Birth:** 28**/**07**/**1996

Ireland

Education

**2015-2019 Degree in Business and Law,** **Dublin Institute of Technology**

With 3rd year completed my achievements include:

* A GPA of 3.6 in 1st year, 3.47 in 2nd year and 3.47 in 3rd year.
* Subjects and grades include; 1st Year 2015-2016: Accounting 1: 86%, Economics 1: 64%, Contract Law: 60%, Core Legal Skills: 69%, Quantitative Techniques: 79%, Organisational Behavioural Management: 50%

2nd Year 2016-2017: Accounting 2: 66%, Human Resource Management: 50%, Company Law: 65%, Property Law: 63%, Law of Tort: 64%, Constitutional Law: 73%, Operations Management: 52%

3rd Year 2017-2018: *Semester 1*: International Trade: A, Statistics: A, Economics 1: A, Maths: B, Trade and Commerce: A, Theory of Management: B. *Semester 2*: EU Law: A, Fundamentals of Law: A, International Finance (Masters): B, Trade Theory: A, Accounting (Masters): A, Economics 2: B

* Erasmus Plus program in Prague, Czech Republic for my 3rd academic year. I attended Ceska Zemedelska Universita (Czech University of Life Sciences).

**September 2009 - June 2015 Loreto High School Beaufort, Rathfarnham, Dublin 14.**

**Leaving Certificate:** achieved 485 points (History A2, Accounting B1, French B3, Chemistry B3, Maths C1, English C2, and Ordinary Irish A2)

**2001 - 2009 Presentation Primary School Terenure**

Work experience

**Whitney Moore Solicitors, Wilton Park House, Wilton Place, Dublin 2 May ’15- Sept. ‘18**

Duties include:

* Assisting the partners, solicitors and interns as a member of support staff.
* The organisation of a new filing system, scanning and uploading title documents for auction, liaising with clients, getting documents sworn and other miscellaneous jobs
* Opening and closing files
* Knowledge of how to use ‘KeyHouse’
* Organising/ using registered post, DX and Tracked DX.

**Tote Ireland Ltd., Ballymany, The Curragh, Co. Kildare March ’16- Current**

* Selling bets to customers, on the course and in private corporate areas.
* Knowledge of customer service and care through dealing with clients.
* Promote the company before and during big racing festivals and representing Tote Ireland on a number of different race courses throughout Ireland.

**Vermilion Indian Cuisine, Terenure, Dublin 6 April ’16- August ‘16**

* Taking reservations and takeaway orders over the phone
* Clearing and setting tables, showing guests to their tables, making tea/coffee.

**Chanel Perfume Counter, House of Fraser, Dundrum Shopping Centre Dec.5th -27th ‘15**

* Promoted the fragrances and makeup products
* Helped customers with any queries they had about products
* Knowledge of how to use a cash register

Volunteer Experience

**Oxfam Ireland, Rathfarnham Village, Dublin 14 Nov. ’13 – Dec ‘13**

* Assisted the employees by organising the various donations- clothes, toys, books etc.
* Cleaned the interior of the shop- shelves & windows

**Orwell House, Nursing Home, Rathgar April 15th – 19th. ‘13**

* Supported the elderly with various exercise classes including yoga and aerobics.
* Befriended the elderly and assisted the nursing staff.
* Served tea and coffee to the elderly.

Raised money for the Marie Keating Foundation and have taken part in the ‘Pigsback 10k for Marie Keating Foundation’.

Skills

* **IT skills:** have acertificate in ECDL computer course. Am competent in the use of Microsoft office word and PowerPoint.
* **Communication:** have excellent written and oral communication skills. These skills have been applied particularly while working in Whitney Moore Solicitors.
* **Teamwork:** have gained substantial teamwork experience throughout my education, working on various group projects and participating in team sports. Enjoy and am capable of working both independently and as part of a team.

Interests & Achievements

* Ran the Law Society 10k Calcutta Run, 2013- 2018
* Took part in ‘To Hell and Back’ in January of 2016
* Rode with Killinick Harriers Pony Club, Wexford
* Won the All Ireland Basketball Finals with Loreto Beaufort in 2013
* Enjoy skiing, running, reading and travelling
* Have held a full driving licence since 2014
* Awarded a first-aid certificate in 2013
* Member of DIT Law Society

***References available on request***