***Curriculum Vitae.***

Kate MacCourt

Address: 5 Abbeyvale View Swords Co. Dublin

Date of Birth: 23/03/1998

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My name is Kate MacCourt, I am twenty years old and I am a bright and enthusiastic young woman. I am currently in my final year of Law and Society at Dublin City University.

Education:

* Loreto College Swords 2010-2014
* Institute of Education 2014-2016
* Dublin City University, Bachelor of Civil Law, 2017-2021

 Overall result from first and second year: 2.1

Work Experience:

DV8 - Sales assistant, August 2016 – January 2018

Following my leaving certificate, I took a gap year and began working in a retail store. While working here I learned valuable skills that have stayed with me. I learned how to deliver excellent customer service, this was very important for me as it allowed me to gain confidence. I learnt how to be a team player as we regularly worked towards targets. As well as this, I learnt the skills required to run a shop, as due to staffing shortages there was a point where I was the most senior member of staff below the manager, this gave me a feel for leadership and I enjoyed trying to bring everyone together and get us all working towards the same goal. These skills have helped me in finding employment later on.

Camp Taconic, Massachusetts - Camp Counselor, May 2018 – August 2018, May 2019 – August 2019

During my two summers, I spent my time in the US at a sleepaway camp. My time spent here was an amazing experience and very different from anything I’ve done in the past. Working with children thought me patience and how to be more decisive.

BDO Ireland Company Secretarial Intern, September 2019 – present

I finished up my year-long internship through DCU’s INTRA program in BDO’s company Secretarial Department in July. The skills I learnt here were mainly administrational. I worked as part of a team to meet deadlines and stay ahead of clients want and needs. I did work specific to being a company secretary and the databases used while also improving my skills generally. I took on more responsibility when one team was short-staffed and was very committed to my work. My experience here was very beneficial as my first office role for an extended period but also allowed me to realise where I want to focus my interests.

Interests and Achievements:

* I have participated in both the Dublin City University National Moot Court Competition in 2019 and will be competing again this year in 2020.
* I have been elected DCU Stand Society Vice President for 2020/2021 and I am a member of the Stand Organisation Student Advisory Panel.
* I have also been elected class representative for 2020/2021.
* I am currently improving my knowledge of the French language.
* I worked to achieve my Gaisce Bronze medal president’s award and my ECDL. I have been improving my skills during the pandemic on Coursera.

References

Sarah Colfer Ciara Gough Dr Aisling De Paor

BDO Corporate 0864669984 01 700 6471

Secretarial Manager Area Manager, Name it Moot Court Lecturer

Signed:\_\_\_\_\_\_ Kate MacCourt \_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_23/10/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_