**Katie Linden**

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An adaptable and responsible Final Year Civil Law student in NUIG. I have a strong analytical perspective, and a particular interest in Company and Administrative Law which I wish to pursue further through a summer internship with your established firm.

**EDUCATION**

**Bachelor of Civil Law (International) 2012-Present**

**National University of Ireland, Galway**

Expect to graduate in October 2016 with a High 2.1 honours.

1st year Subjects: Constitutional Law (71%), Contract Law (53%), Tort Law (70%), Irish Legal Systems (62%), Legal Procedure (70%), Intensive Legal Methods and Research (68%) and Legal French (70%).

2nd year Subjects: Sociology of law (72%), Administrative Law (67%), Company Law (70%), Criminal Law (65%), EU Law (67%) and Legal French (68%).

3rd year Subjects (studied in Sciences-Po France): Globalisation & Human Rights, American Political Society, EU External relations and EU Money Laundering & Tax Corruption.

Final Year Subjects (provisional results): Land Law (68%), Equity (66%), Evidence (67%), Criminology (67%), Jurisprudence (69%) and Legal French.

**Leaving Certificate 2006-2012**

**Coláiste na Coiribe, Galway – 530 points.**

Higher level: English (B1), Irish (A2), French (B2), Accountancy (A1), History (B1), Biology (A2), Chemistry (B2). Lower level: Mathematics (A2)

**WORK EXPERIENCE**

**Lohan’s Bar & Restaurant – Salthill, Galway. 2011- Present**

**→ Server (Supervisorial Duties in 2015)**

* Maintained a professional attitude in high-pressure situations while serving/handling food and drinks.
* Managed multiple tables and guest interactions, ensuring excellent customer service at all times.
* Responsible for opening and closing the business, as well as reconciling cash at the close of business.
* Trained new staff members, including delegating tasks.

**The Carpet & Rug Centre – Galway. 2014**

**→ Assistant Secretary**

* Completed typical secretarial duties such as filing, archiving, photocopying, scanning and faxing documents.
* Created invoices, filed receipts and dealt with financial documentation.
* Maintained schedules and calendars, as well as having arranged and confirmed appointments.

**Lydon House Catering, Galway.**

**→ Barista 2011 - 2012**

* Received professional training from Java Republic Galway.
* Operated a semi-manual Elektra machine.
* Processed cash and credit card transactions, including reconciling cash at the close of business.
* Monitored and replenished stock levels.

**ACHIEVEMENTS**

* Awarded a University Scholarship for Academic Excellence 2012/13.
* Awarded an ALIVE Certificate in 2015 for Student Mentoring.
* Awarded a certificate for attending a SUAS Global Issues Course 2015.
* Awarded a certificate by the Irish centre for human rights for attending the ICC Summer School 2015.
* Awarded an ALIVE Certificate in 2014 for volunteering involvement in an after-school homework club for disadvantaged children with SUAS.

**SKILLS**

* Proficient in Microsoft Office and hold an ECDL degree; with a high level of computer software skills.
* Multitasking – Completing a full time degree during the week whilst maintaining a part-time job on the weekends is challenging but I have managed to maintain a high standard of competency in both areas and have built a strong stamina.
* Fluent in Irish – having attended both an all-Irish primary and secondary school I have a passion for Gaeilge and in its revival. Along with Irish, I am confident in my use of the French language – spending a year immersed in the French language has improved my conversation and written skills immensely.

**INTERESTS**

* Travelling – Spent 2014/15 on ERASMUS in the south of France and have visited several European & North African cities in the past 2 years.
* Volunteering – Working with disadvantaged children in Galway City and the elderly with the Galway Brothers of Charity.
* Athletics – Have completed charity runs including the ‘Streets of Galway’ and have completed a course in basic self-defence and kickboxing.

**REFERENCES**

Mrs Geraldine Lohan,

Lohan’s Café Bar & Restaurant,

232 Upper Salthill Road,

Galway.

goodtimes@lohans.ie

(091) 522696

Dr Máire Áine ní Mhainnín

Dept. of French,

Arts Millennium Building,

NUI Galway.

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(091) 493397