

Kayleigh Moran

BCL Law and Criminology Student, Maynooth University

Contact

(087) 167 9693
Kayleigh.s.moran@gmail.com

Key Skills

Excellent Oral + Written Skills
Professionalism
Detail-orientated
Resilience
Analytical + Logical
Reasoning
Collaboration + Teamwork

Education

September 2021-Present
Expected Graduation: May 2024
BCL Law and Criminology
• Maynooth University

June 2020-October 2020
QQI Level 5 Business Admin
• The Open College

September 2016-2018
HND Fashion Design and
Textiles
• Dublin Institute of Design

Achievements

Level 1 and Level 2
Food Safety (HACCP)

CPD Certificate:
"Mobilising for Human Rights in
Ireland"

Free Legal Advice Clinic

President's Award 2018
Dublin Institute of Design

TEFL Certificate
Supplied by TEFL Trainer

Profile

A BCL Law and Criminology student who has actively been working to achieve academic excellence upon return to Third Level Studies. I am currently seeking a solicitor traineeship to further my experience and practice within the legal field.

Legal Experience

March 2023

Polling Clerk • Maynooth Student Union, Maynooth

- Providing information to students regarding Student Union Elections and the proposed Referendums for 2023.
- Guiding the voters through the voting process and providing assistance where appropriate.

October 2021-Present

Society Member • Law Society, Maynooth

- Participation in Law-related social events, debates and fundraisers.

October 2021-April 2022

Society Member • Free Legal Advice Clinic (FLAC), Maynooth

- Completing regular training sessions surrounding Landlord/Tenant Law, Employment Law, and Public Order Offences.
- Providing free, confidential legal advice to the Maynooth community.

Work Experience

February 2022-Present

Line Chef • Carlingford Brewing Co, Carlingford

- Adhering to HACCP standards.
- Responsible for the recording of all Food Safety Authority documentation.
- Responsible for the preparation of ingredients and stations used throughout service.
- Ensuring all food items are properly stored and easily accessible.

April 2021-January 2022

Line Chef/Kitchen Porter/Wait Staff • Dark Horse Pizza, Belluragan

- Providing strong customer service skills including assessing customer needs, adhering to quality standards and making the proper adjustments accordingly.
- Preparing side dishes, dressing plates and organizing of takeout orders for the chef.
- Adhering to the kitchen health and safety standards.

January 2020-May 2020

Team Manager • Lifestyle Sports, Dundalk

- Worked directly under Store Manager assisting with daily operations, inclusive of administrative tasks.
- Using commercial awareness and WSSI reports to drive store sales and monitor stock.
- Setting performance goals for a team that comply with head office vision.

- *Creating consistent and inspiring in-store displays to enhance customer experience.*
- *Implementing best practice VM guidelines by ensuring the story of each concept is clear and impactful.*

April 2017-December 2019

Supervisor • Jack and Jones, Dundalk

- *Worked directly under Store Manager assisting with daily operations.*
- *Monitoring stock levels, new lines and deliveries.*
- *Recruiting, training and leading a small team in achieving KPI's and targets.*
- *Demonstrating trends through dressing techniques and styling of mannequins.*
- *Implementing window displays and interior dressings via VM guides.*
- *Overseeing Health and Safety for the store.*