

CURRICULUM VITAE

Macdara Ó Maolbhuidh
6 Harcourt Villas, Windy Arbour, Dundrum, Dublin 14
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EDUCATIONAL QUALIFICATIONS :

2021	Certificate in Environmental Law and Climate Change Law Society of Ireland
2018-2021	Bachelor of Laws (LLB) First Class Honours Dublin Business School
2013	TestDaF Deutsch Als Fremdsprache B2 Certificate BSI Sprachschule Berlin
Other	Certified First-Aid First Responder by The Order of Malta Office of the Chief Justice Summer Placement Programme Nominee

WORK EXPERIENCE

July 2018 – September 2021 Programme Coordinator, Dublin Business School (DBS)

- Range of administrative responsibilities supporting students, faculty, college marketing campaigns, admission administration and senior management.
- Secretary of Staff “Sustainable Environment Group” and secretary of An Taisce “Green Campus Committee” with associated responsibilities including drafting and coordinating of policies and award applications.
- Project managing the Green Campus Award *7-Step Programme* and related in-college activities including the annual Green Week.
- Proposing and facilitating interdisciplinary meetings of faculty to meet the requirements of the An Taisce Green Campus Award.
- Submitting annual reports to external awarding body “An Taisce” and receiving excellent feedback and drafting and submitting application to national competition “The Education Awards” 2021 and being one of two institutions nominated for “Best Green Campus” award.
- Providing advice and guidance to team members and other units across the college on processes and systems.
- Maintaining and safeguarding the accuracy and consistency of student data.
- Agenda preparation, facilitation, scheduling and minute taking of meetings.
- Effectively managing multiple tasks and deadlines whilst maintaining the highest standards of attention to detail and customer service.
- Managing and prioritising tasks, meeting deadlines and managing customer expectations.

Aug 2016 – Jun 2018 Executive Officer, Grading Support, Assessment, UCD Registry, UCD – Fixed Term Contract

- Handle Assessment related queries from students, schools and Registry colleagues.
- Responsible for managing, processing and communicating the results of Multiple Choice Questionnaire Exams.
- Responsible for research thesis processing and dispatch.
- Working as part of the Grading Support Team to action post-Grade Approvals Process changes from Schools and Colleges prior to the release of final results.
- Effectively managing multiple tasks in a timely manner whilst maintaining the highest standards of attention to detail.
- Ensuring adherence to UCD codes of practice.

April 2013 – February 2015 Self-employed, Broadcasting Authority of Ireland funded Radio Documentary

- Initiation, drafting and submission of funding application.
- Responsible for all aspects of production and project management of the project.
- Strict adherence to financial reporting requirements of funder.
- Successful delivery of final broadcast and all associated supplementary documentation to funder.

Project Involvement:

Member of a number of interdepartmental project teams including;

- Project management experience delivering the nationally recognised DBS Green Week 2021 from proposal and planning phase to execution and subsequent award application.
- I guided my team in compiling a list of process improvements both within our own department and across departments; documenting these processes to create “SOPs” and help foster a continuous improvement culture.
- DBS “Making a Difference” award recipient in 2020 for my role in ensuring our team maintained the high standards and accessibility of student onboarding despite interruptions caused by the Covid-19 Pandemic.

SKILLS PROFILE

Result Focused	Nominated by our students as the “Staff Personality of the Year” at the Student Awards in 2021 for consistent dedication to supporting learners.
Problem Solving	Strong analytical and decision-making skills.
Organizational	Experienced at time management and task prioritization to ensure that deadlines are met.
Computer Literate	Advanced skills in MS applications and student information systems including Agresso and U4SM and also UCD systems including Banner, Infoview and Infohub.
Communication	Excellent communication skills both verbal and written evidenced by nomination of application to “The Education Awards” and being asked to speak about my research at <i>Research Day 2021</i> . Has also produced all-staff emails and newsletters and co-ordinated production and dissemination of video content internally and via social media for the Green Campus Committee.

References are available on request.