**PERSONAL DETAILS**

Name: Maeve O’Neill

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Nationality: Irish

**SUMMARY**

I am a highly motivated individual with an excellent work ethic. I am a diligent worker who is fully committed to all tasks I undertake and I am capable of using my own initiative to solve problems and complete jobs. I am flexible and willing and able to adapt to any situation. I have very good communication skills and I am very comfortable dealing with other people.

An ambitious, enthusiastic and committed 4th year BCL Law with Economics undergraduate, who possesses a genuine interest and understanding of the legal and commercial environment. Currently seeking a challenging work placement opportunity within a dynamic law firm which will offer early responsibilities and the opportunity to develop professional legal skills.

**EDUCATION**

**2007- 2013 Rice College, Ennis Co. Clare**

* Junior Certificate 2010
* Leaving Certificate 2013
* Leaving Certificate Results: 545 points
* Subjects Studied:

English; Irish; Mathematics; French; Biology; Business; Accounting

**2014 – 2018 University College Dublin**

* 2014 – 2018 University College Dublin BCL Law with Economics
* Current GPA: 3.25
* Modules taken include:
* Principles of Microeconomics; Contract Formation; Maths for Business; Principle of Macroeconomics; Contract Vitiating Factors, Company Law I & II; EU Economics Law; Econometrics, Revenue Law; Intellectual Property Law; Labour Economics; Banking Law, EU Competition Law.

**Employment**

**Summer 2013 & 2014**:  **Shannon Airport Duty Free –Retail Assistant**    Duties included:

* Conducted stock-takings
* Worked the tills
* Dealt with different currencies
* Served a variety of customers
* Responsible for managing the ordering system
* Highly involved in the merchandising of the shop
* Responsible for cash up and lock up at the end of day

**Summer 2015:  EGF Inflight Catering Shannon Airport.**

* Highly involved in food Pre and presentation
* Worked hand in hand with both the head chef and head baker
* Dealt with customers on a continuous basis as part of the catering service
* Played active role in the cleaning procedure
* Entire work load was based on an industrial scale
* introductory health and safety skills

**September 2016 – April 2017: Spar Convenience Store – Sales Assistant**

* My duties included stock-taking; merchandising; sales and customer relations.
* I was also responsible for opening and closing the store which involved dealing with large volumes of money and monitoring security which shows that management regarded me as a trust worthy and diligent employee.
* Monitoring stock levels
* developed good communication skills and customer service skills in dealing with the public and their queries and complaints
* Improved interpersonal skills by liaising with senior management and other co-workers

**June 2017 – August 2017: Deloitte Tax Summer Internship**

* My work included general administrative work.
* Calculated companies' tax liability and prepared corporation tax reports.
* Involved in tax projects such as country by country tax reporting, tax depreciation projects and the preparation of tax calendars.
* Attending training insight sessions in the various departments to give us a taste of how a professional service firm operated.
* Regular professional training seminars which taught us how to present and conduct ourselves in the working environment.

**Legal Work Experience:**

**Hassett Considine Solicitors, Ennis Co. Clare**

* Worked under the supervision of Daragh Hassett B.C.L and Joseph Considine B.A.,L.L.B., L.L.M.,
* Duties included: Greeting clients; responsible for administration work; examination and preparation of case files; attended both the District and Court Circuit Court.

**Redwood & Co. Management Consultancy Agency**

* Active participant in the development of tailored management programme for each of the clients,
* Designed individual spreadsheets and produced a comprehensive data analysis which required proficient use of IT skills; dealt with customers on a regular basis.

**BLM - Insurance Risk and Commercial Law Specialist**

* Working as a legal assistant for partners, senior associates and solicitors
* Responsible for preparing briefs for Counsel
* Submit and file cases with the Administrative Department in the Four Courts
* Involved in the preparation of legal defence for our clients such as Aviva and Zurich Insurance.

**Achievements:**

* Member of the UCD Law Society
* Certified Horse Riding instructor with the Irish Pony Club
* National finalist of the Soroptimist Girl’s Public Speaking Competition
* Numerous horse riding accolades

**Interests & Activities:**

* Accomplished horse rider and an active member in a number of related organisations such as the Irish Pony Club, the County Clare Hunt and the Association of Irish Riding Clubs.
* Irish Pony Club certified Horse Riding Instructor
* Secretary of the UCD Horse Racing Society 2018
* Dedicated Tennis player regularly attending training sessions. First year and social convenor of the UCD Tennis Club 2017.
* Avid musician specialising in traditional Irish music
* Passionate traveller, spent the Summer of 2016 in America as part of a J1 work abroad programme
* Conscientious Volunteer, long standing member of the UCD St. Vincent de Paul Society. Supported the running of the annual “Homeless Week” Campaign in UCD

**Skills:**

* Proficient computer skill in Microsoft Word, Excel, PowerPoint, E-Mail and Internet. Achieved higher certificate in ECDL training
* Impeccable Organisation skills gained through projects and course work and prioritising tasks to meet deadlines
* Excellent Communication and Interpersonal skills which contribute to the ability to work as part of a team and act as a leader where necessary.

**REFERENCES AVAILABLE ON REQUEST**