**Curriculum Vitae of Maria McDonagh**

Hayestown, Navan, Co. Meath

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**Education & Training**

**2018 – Present** **NUI Galway**

L.L.B

 **Relevant Modules:** Land Law, Criminal Law, Family Law, Equity, Media Law

 Jurisprudence.

**2014 – 2018 NUI Galway**

BA of Corporate Law International with French, 2.1

 **Relevant Modules:** Company Law, Commercial Law, Labour Law, ADR,

 Consumer Law & Policy, Legal Methods & Research, Legal French.

**2016 - 2017 University of Bordeaux**

 Erasmus

**2013 - 2014 DCU**

 Applied languages and Translation Studies (French, Spanish)

 On Successful completion of first year I transferred to NUI, Galway.

**2007 – 2013 Loreto Secondary School, Navan**

 Leaving Certificate 2013, 435 points

 **Subjects**: Higher Level English, Irish, French, History, Business, Home

 Economics & Ordinary level Maths.

 **Professional Experience**

**The Twelve Hotel, Barna, Co. Galway 09/18 – Present**

*Housekeeping Assistant - part time as I complete my L.L.B*

* Maintaining an exceptional standard of cleanliness and compliance with Health & Safety Regulations, communicating effectively with my co workers and liaising with management.
* Working as part of a team to ensure all deadlines are met.

**Allied Irish Bank, Navan, Co. Meath 06/17 – 09/17 & 05/18 – 08/18**

*Customer Engagement Specialist and Cashier*

I secured this role in June 2017 for the summer months to support myself through college. After successful completion of Summer 2017, AIB offered the position to me for Summer 2018.

* Collaborated with 12 other people as part of the Sales & Advisory team, selling new products to clients and contributing to the weekly sales targets.
* Direct communication with clients and staff and handling all customer queries, requests and complaints on the floor. Compliant management carried out in compliance with the Bank and Regulator best practice.
* Familiarisation with internal bank systems, development of IT skills (Word, Excel and Powerpoint) and ensuring compliance with all bank policies and procedures.
* Worked to deadlines and contributed to weekly sales, compliance, audit and service meetings.
* Following year 1, I was given further responsibility in terms of balancing the cash daily, verifying cheques and dealing with large sums of money.
* My time at AIB has given me the opportunity to develop my teamwork skills, communication skills, problem solving skills and above all else the ability to prioritize and work to tight deadlines.

**The Kangaroo Klub, Drogheda, Co. Meath 11/14 – 08/16**

*Bookings Manager and Party Co-ordinator*

* Organised and managed the front desk, took party bookings and cancellations, dealt with customer complaints and organised the staff rota.
* Hosted children’s parties for groups of up to 30 children aged between two and twelve, serving food and drinks and conducted party games.
* Liaised closely with management on new ideas as to how we could increase profitability.
* I was a keyholder for the business and had responsibility for balancing the till and depositing the profits.

**Barry Judge Veterinary, Nobber, Co. Meath 05/14 –07/14**

*Receptionist*

* Welcomed clients, scheduled and confirmed appointments, dealt with client requests and general administration. This role was customer facing and allowed me the opportunity to develop my customer service skills and communication skills.

**O’ Driscolls Pharmacy, Navan, Co. Meath 08/13 – 09/13**

*Pharmacy Assistant*

* Customer focused role dealing with the general public, interpersonal skills, cash management and administration work in compliance with the Irish Medical Board.

**Oxfam, Navan, Co. Meath 07/12 – 08/12**

*Sales Assistant – Voluntary Role*

**Achievements**

* Member of The Chartered Institute of Arbitrators -First Class honour in Alternative Dispute Resolution.
* Active Member of the NUIG Law Society and Free Legal Aid Society, I attend regular meetings and engage in ongoing training in order to participate in free legal aid clinics.
* Information and Communication Technologies Certificate.
* Student Enterprise Award for the successful establishment of a mini company.
* Fluent French.
* Senior Prefect 2012-2013.
* Transition Year Class Captain 2010-2011.

**Interests**

* Keeping fit in the gym and taking fitness classes.
* Travelling and exploring foreign cultures and languages.
* Current affairs, politics and debating, I am a former member of the school debating team.
* French culture, language and history.

**References -** Available on Request