

**Maria Treacy**

Kilgibbon, Bree, Enniscorthy, Co.Wexford.

Email: treacym5@tcd.ie

Date of Birth: 3rd October 1993

Mob: 087 938 0018

Conscientious, enthusiastic, Dublin City University honours graduate in Law and Society (BCL), currently undertaking a Masters in Law programme in Trinity College Dublin. Fully committed to everything I undertake and work hard to ensure successful outcomes. Equally comfortable working on my own initiative and as part of a team as evidenced by work experience, along with academic and sporting achievements. Now keen to obtain further hands-on experience and personal development in William Fry, where I can prove my worth and gain invaluable insights into the life of lawyers, consultants and analysts in an established and internationally renowned law firm.

**REFEREE DESCRIPTION**

“Maria is an honest, confident and hard-working employee. She has a strong work ethic combined with superb communication and organisational skills. When you employ Maria; you get someone who will always go the extra mile. I can’t recommend her highly enough” *– Joe Kehoe, General Manager, Treacy’s Hotel, Templeshannon, Enniscorthy, Co. Wexford.*

**EDUCATION**

**Present('15/'16) Studying Master of Laws (LLM) programme**

Trinity College Dublin, College Green, Dublin 2.

**Graduated 2015 Law & Society (BCL) - 2.1 Honours Degree**

 Dublin City University (DCU), Glasnevin, Dublin 9.

**2012 Leaving Certificate - 450 points.**

 Yeats College, Parnell Street, Waterford.

**2010 Music & Voice – Grade IV Honours Degree**

 The Royal Irish Academy of Music, 36-38 Westland Row, Dublin 2.

**EMPLOYMENT HISTORY**

**Intern Frizelle, O’Leary & Co. Solicitors,**

 **Market Place,**

 **Enniscorthy, Co. Wexford.**

**Dates:** 25th August - 19th September 2014

* I attended John Burke O’Leary Solicitor in Gorey District Court one day per week.
* I prepared an Affidavit as to Documents for a client of John Burke O’Leary Solicitor.
* Corresponding with clients by way of emails and letters.
* Drafting Wills.
* I attended client consultations with the solicitors where appropriate.

Reporting to: John Burke O’Leary Solicitor

**Intern**  **M.W. Keller & Son Solicitors,**

 **Gladstone Street,**

 **Waterford.**

**Dates:**  9th June - 4th July 2014

* Listening to dictations from both partners and solicitors in the office and carrying out the specified duties.
* Corresponding with clients by way of telephone calls, emails and letters.
* Filing all copy documents on a daily basis.
* Ensuring all documents are present in a Discovery of Documents from the other side of a dispute.

Reporting to: Thomas Norris Solicitor

***Receptionist, Bartender,* Treacy’s Hotel,**

***& Waitress* Templeshannon,**

**Enniscorthy, Co.Wexford.**

**Dates:** June 2008 – Present

* Welcoming guests to the hotel – dealing with late arrivals and assisting with early check-outs.
* Selecting rooms and handing out keys – escorting guests to rooms – taking and passing on messages.
* Accepting room payments using the hotel’s accounting system and effecting credit / debit card transactions.
* Dealing with reservations and responding to any special requests from guests such as disabilities, allergies and entertainment bookings.
* Taking customer orders in the restaurant – serving food and beverages – processing payments – issuing receipts.
* Performing cleaning and preparation duties both before and after closing times in the night club and restaurant.
* Inspecting all areas within the hotel to ensure standards have been met and reporting any faults or damages.
* Dealing with customer queries and complaints.
* Thriving in a fast paced environment - working in Benedict's nightclub.

Reporting to: Joe Kehoe – General Manager

**REFEREES**

Joe Kehoe, Thomas Norris, John Burke O’Leary,

Manager, Solicitor, Solicitor,

Treacy’s Hotel 8 Gladstone Street, Slaney Place.

Templeshannon, Waterford. Enniscorthy,

Enniscorthy, Co. Wexford.

Co. Wexford.

Tel: 053 923 7798 Tel: 051 877 029 Tel: 053 923 3547

Mbl: 083 406 5879

Email: info@treacyshotel.com Email: info@mwkeller.ie Email:postmaster@folco.ie

More referees available on demand.