**Mary Maunsell**

**Address:** Ballyhoneen, Cloghane, Dingle, Co. Kerry **Telephone**: 087 7501966

**Email:** [marydmaunsell@gmail.com](mailto:marydmaunsell@gmail.com)

**Education:**

**2019-2020:** LLM in International Migration and Refugee Law and Policy, National University of Ireland, Galway.

Final Result – 1:1.

*Subjects include -*  Introduction to International Criminal Law: 68%, Contemporary Issues in International Migration Law: 70%, European Migration Law: 67%, Business and Human Rights: 65%, Counter-Terrorism and Human Rights: 66%, Refugee Law: 71%, The Common European Asylum System: 68%, Dissertation: 73%.

**2015-2018:** Bachelor of Civil Law, University College Cork.

* **Final Year Results - 2:1**

Introduction to Management Accounting: 70%, Company Law 1: 68%, Law of Equity 1: 64%, Employment Law 1: 60%, Employment Law 2: 62%, Law of Equity-Trusts: 58%, Banking Law: 67%, Company Law 2: 68%, Jurisprudence: 58%, Chinese Politics: 61%.

* **Second Year Results - 2:1**
* **First Year Results - 2:2**

**2009-2015:** Leaving Certificate, Pobalscoil Chorca Dhuibhne, Dingle, Co. Kerry

505 points.

**Work Experience:**

**Feb 2021 – Present:** Intern, CKT Solicitors.

* Support the firm's partners and solicitors by conducting niche legal research and summarising the main points of law for their convenience
* Draft pleadings such as Motions, Affidavits, and Notice for Particulars for the firm's partners and solicitors for complex cases.
* Prepare lengthy Court Briefs for counsel and expert witnesses ensuring only information of relevance is included for their efficiency.
* Recommend and write articles for the company website (one of which was republished by Irish Legal News) which generates more traffic onto the company website.
* File and lodge legal documents at the court offices.
* Communicate and develop relationships with clients
* Reorganise and revamp the file management system and conduct general administrative work such as scanning, filing and postal duties.

**Sept 2019 – March 2020:** Bartender, Monroe’s Tavern, Galway

* Served bar food and alcoholic beverages including wine, craft beer and cocktails to 100-200+ patrons a night.
* Studied and memorised over 45 popular and obscure cocktails, local craft beers and wines in order to give quality recommendations to guests.
* Maintained a clean and organised bar area by constantly wiping down surfaces, loading and unloading dishes, and replenishing ingredients.
* Coordinated with my team to ensure a safe environment by regulating alcohol consumption and de-escalating conflict.

**Oct 2018 – Aug 2019**: IT Recruiter, S.i. Systems, Yonge Street, Toronto.

* Recruited IT staff for several of Canada’s top banks/companies including RBC, CIBC, BMO, Deloitte, PWC and Aviva.
* Continuously worked under a 48hr deadline to find stellar candidates for my clients in order to remain ahead of my competitors.
* Prepped candidates for their client interviews once it was secured.
* Met with 20+ new candidates a month to pipeline for upcoming vacancies with my clients.

**June 2018- Aug 2019:** Head Waitress, The National Club, Bay Street, Toronto.

* Managed seating of members which required forward thinking and planning to ensure large parties and smaller parties were accommodated.
* Served lunch and dinner to 50-100 customers per shift.
* Memorised over 30 menu items and rotating specials to give customised recommendations to guests.
* Swiftly and successfully resolved conflict resulting in customer satisfaction 100% of the time.
* Appointed to train in all new staff and delegate tasks to fellow colleagues

**2017:** Intern, Michael Enright and Co. Solicitors.

* Observed meetings with clients which allowed me to see first-hand the process of dealing with clients professionally.
* Managed the filing for the office and reorganized the system to ensure it was efficient as possible.
* Handled general administration duties.

**2017:** Bartender, Molloy’s Irish Bar, 50th and 9th Avenue, Hell's Kitchen, Manhattan, New York.

**2016:** Barista/Waitress, Bácus Cafe, Dingle, Co. Kerry

**2013- 2016:** Waitress, O'Donnell's Bar, Cloghane, Tralee, Co. Kerry.

**Achievements:**

* *Music*: Level 1-7 Violin with the Royal Irish Academy of Music in classical music.
* *Swimming*: Completed Safety 1-4, Rescue 1-3 and Survival with the Irish Water Safety.
* Received the Core Values Award four times during my time at S.I Systems.
* Elected PRO of the Simon Society UCC 2016-2017.
* Elected Events Officer of the Simon Society UCC 2017-2018.

**Referees:**

Available on request.