#  Michelle Mehigan

michellemehigan124@gmail.com +353851595803 DOB: 29/09/1993

#### professional Experience:

**The Peter McVerry Trust**

Social Care Worker | Dublin, Ireland | September 2019 – May 2020

* Responsible for moving residents into their new homes, signing tenancy agreements and arranging rent payments.
* Worked as part of a team to set up new properties and bring them to the regulated standard.
* Housing Officer for various premises and apartment complexes across Dublin, Westmeath and Kildare.
* Responsible for covering the 24/7 emergency phone line.
* Responsible for assisting individuals with addiction and mental health issues and liaising with the relevant qualified professionals.
* Assisted individuals with setting up their utilities and improving their budgeting skills, encouraged them to engage in education or employment and supported them to care for themselves and their new home.

**Pearse Mehigan & Company** **Solicitors**

Legal Intern| Dublin, Ireland | June – October 2018

* Supported solicitors in various aspects of litigation, including instructing and preparing briefs for counsel, attending court and drafting attendance notes of proceedings.
* Drafted memos, chronologies and timelines for solicitors based on my review of existing files and further legal research.
* Attended meetings and further liaised with clients on behalf of solicitors to take instructions and prepare documents.
* Responsible for preparing and filing documents in the Probate Office of the High Court.

**Good & Murray Smith** **Solicitors**

Office Assistant | Dublin, Ireland | July 2012 – July 2014

* Provided general office support part-time around my college studies, including managing correspondence and emails, answering the phones, covering reception and maintaining files.

#### Further exPerience:

**Favela Latin Bar & Restaurant**

Assistant General Manager | Assistant Manager | Bartender

Val Thorens, France | November 2016 – July 2019

* Promoted on two occasions to ultimately mange a staff of twenty people including bartenders, waiters, chefs, security and cleaners.
* Collaborated with the owners to set weekly financial targets and budgets and supervised cash flow on a daily basis.
* Managed the ordering and delivery of stock for the venue, including planning and organising large group meals and events for up to 1000 guests.
* Responsible for training all staff and ensuring the fire safety of the building, staff and guests.

**Against the Grain**

Floor Supervisor | Dublin, Ireland | June 2016 – October 2016

* Responsible for table reservations and group bookings in popular city centre bar.
* Overseeing team of waiters and kitchen staff to ensure high standards of customer service.
* Responsible for time keeping to ensure the kitchen was delivering the dishes within a certain time frame.

**Irish Property Awards Ceremony and Air Finance Conference**

Host | Dublin, Ireland |November 2015 and January 2016

**The Ballarat Trading Company**

Bartender | Queenstown, New Zealand | July 2015 – September 2015

**Little Greek Taverna**

Waiter | Brisbane, Australia | January 2015 – July 2015

**Millward Brown**

Tele-Researcher | Dublin, Ireland | September 2013 – May 2014

VOLUNTEERING Positions:

**Ana Liffey Drug Project**

Dublin, Ireland | June 2016 – August 2016

* Conducted policy work research for solicitor Marcus Keane who was writing a policy paper on the decriminalisation of possession of illicit drugs for personal use.

**St Vincent de Paul**

Brisbane, Australia | July 2014 – June 2015

* This involved visiting single people living alone in lower socio-economic areas of the city every second Saturday afternoon and providing lunch and company.

#### Education:

**Trinity College Dublin**

Sociology & Social Policy | Upper Second-Class Honours II.I – 66 | 2012 – 2016

* Focused in final year on drug policy and was awarded a First-Class Honours I.I. for my dissertation on the Introduction of Medically Supervised Injecting Facilities in Ireland.
* Included study abroad year in the University of Queensland, Brisbane, Australia, 2014 – 2015.

**Mount Anville Secondary School**

Leaving Certificate – 545 points | Dublin, Ireland | 2006 – 2012

#### Personal Achievements & Skills:

* I am fluent in Irish and an advanced Spanish speaker.
* I played hockey throughout school and university. The team environment enhanced my communication and teamwork skills and taught me from an early age to take responsibility for my actions.
* I am an experienced sailor; this sport requires a high level of organisation, commitment and attention to detail and I enjoy the challenge that changing weather can bring.
* My main passion is snowboarding; this sport requires strong determination and skill. It teaches you to be constantly aware of your surroundings and the ability to quickly adapt and respond to adverse conditions whilst also enjoying yourself.
* Winner of the All Ireland Table Tennis Championship 2010.

#### References:

* Sandra Kavanagh | Manager of Housing with Supports Team | The Peter McVerry Trust.
* Jeremy Kent | Owner | Favela Latin Bar and Restaurant.
* Karen Lydon | Solicitor | Pearse Mehigan & Company Solicitors.
* Contact details available upon request.