Moya O’Dowd

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Limerick

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Date of Birth: 7th August 1997

Mobile: 0873139530

Education

**University College Dublin**

* Bachelor of Business and Law- September 2015 to present.
* First Year GPA: 3.83 (1.1)- Ranked 5th in a class of 106.
* Second Year GPA: 3.82 (1.1)- Ranked 3rd in a class of 99.
* Third Year GPA: 3.93 (1.1)- Class ranking unavailable due to ERASMUS in the second semester.

**University of Navarra**

* I spent my second semester in my third year of university studying in Pamplona, Spain as part of the ERASMUS programme.
* I challenged myself studying Operations Management, Global Political Economies, International Securities Regulation and Introduction to Transport and Payment law from a different perspective.

**Crescent College Comprehensive, Secondary School, Limerick 2009 - 2015**

* 580 points in Leaving Certificate

Relevant Employment

KPMG- Summer Intern (Summer 2018)

* I completed a summer internship in the transformation section of the management consulting department of KPMG.
* My duties ranged from correspondence, fact checking, research, quality assuring documents and creating presentations to send to clients.
* I often was tasked with engaging in an analysis of the results of elements of our project in order to find sources of improvements and anomalies.

Blazing Saddles Bike Rental – Sales Assistant (Summer 2017)

* Actively engaged with customers and created a welcoming environment for visitors to San Francisco.
* Completed rental paperwork procedure.
* Cash handling and credit card processing.
* Gave detailed directions and instructions, often to large groups of people.

Eason’s Bookstore - Sales Assistant (Christmas Staff 2015/2016)

* Ensured stock levels were maintained.
* Assisting customers.
* Cash Register Operator.
* Worked under pressure during busy Christmas period.

Harrison O’Dowd Solicitors - Legal Intern (Summer 2016)

* Administrative role and reception duties.
* Delivering of post to various offices in Limerick City.
* Legal research for the Solicitors via website, law books etc.
* Attended Circuit and High Court cases and observed duties and responsibilities of the firm’s solicitors.

Achievements and Interests

* Bronze Gaisce Award.
* School Prefect.
* UCD Entrance Scholars Award.
* Medal of Excellence in both Economics and Irish in the Leaving Certificate.
* Interest in volunteer work.
* General interests include running, reading, skiing, movies and travel.

Skills

* *Research Skills*: Conducted legal research both for University assignments and as a legal assistant.
* *Teamwork Skills*: Strongly improved my teamwork skills through a combination of various university group projects and particularly in my job as a sales assistant in Blazing Saddles.
* *IT Skills*: Proficient in IT including SAP from work experience and various modules taken in college. Competent using Microsoft Word, Excel, Outlook and PowerPoint and Access.
* *Language Skills*: I have a native proficiency in Irish and a working proficiency in Spanish.
* *Communication Skills*: My communication skills were primarily developed as a prefect in secondary school and improved through my positions as a sales assistant.

References available on request