

# Nadya Tighe

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## PROFILE

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A tenacious and motivated Final Year BCL (Law and Society) student at Dublin City University who thrives in fast-paced, challenging environments and is currently on target for a 2:1 grade.

## EDUCATION

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**Dublin City University** **2019 – Present**

***BCL (Law and Society)***

- Third Year INTRA Programme Participant
- Second Year overall grade: **2:1**  
Modules: Company Law, Contract Law, Property Law, European Union Law, Family Law, Healthcare Law, Moot Court.
- First Year overall grade: **2:1**  
Modules: Tort Law, Constitutional Law, Public International Law, Criminal Law, Fundamentals of the Irish Legal System, Foundations of Law and Legal Research, Critical Approaches to Law.

**Dunboyne College of Further Education** **2018 – 2019**

***Pre-University Law***

- Grade: **Full Award** of 9/9 distinctions.
- **Class Representative:** Frequently dealt with college faculty members regarding course work and exams, ensuring that the interests of fellow students were accounted for and voiced at all times.
- Modules: Business Law, Criminal Law, Criminology, Legal Practice and Procedures, Research and Study Skills, Word Processing, Communications, Conflict Resolution.

**Loreto St. Michael's** **2013 – 2018**

- Leaving Certificate Subjects: Irish, English, Maths, French, History, Biology, Art History.

## WORK EXPERIENCE

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**Castle Arch Hotel** **September 2022 – Present**

***Hotel Receptionist***

- Perform all check-in and check-out tasks
- Manage online and phone reservations and maintain updated records of bookings
- Inform customers about payment methods and verify their credit card data
- Welcome guests upon their arrival in an upbeat, friendly manner and assign rooms
- Provide information about our hotel, available rooms, rates and amenities
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished
- Confirm group reservations and arrange function rooms for events such as weddings

**BHSM Solicitors LLP**

**October 2021 – September 2022**

***Legal Intern – Mortgage Litigation Department***

- Drafting legal documentation, creating, amending and formatting documents
- File management: Opening new files, maintaining existing files and preparing files for closing
- Printing and collating documentation into booklets for presentation to clients and the courts
- Liaising with Clients and Legal Counsel regarding upcoming court dates
- Providing administrative assistance to Solicitors on a daily basis
- Managing all Post, DX, Couriers and Deliveries for various departments in the Firm.

**Cahir O’Higgins and Company Solicitors**

**July 2021 – October 2021**

***Legal Intern – Criminal Defence Law***

- Scheduling and attending solicitor/client consultations, office diary management
- Drafting letters to government authorities, opposing parties, and clients regarding upcoming court dates and outstanding documents
- Briefing barristers for court, attending barristers at court and during consultations
- Attending on counsel at Circuit Court and Central Criminal Court trials
- Lodging court required documents in the High Court Central Office.

## **SKILLS**

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- **Mooting:** Participated in a virtual Moot Court module where I worked as part of a team.
- **Microsoft Office:** Proficient in Microsoft Word, PowerPoint and Excel.
- **Legal Administration:** Audio typing of correspondence and documents from digital dictation.

## **ACHIEVEMENTS**

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- **DCU Silver Engage Award:** Received this award in recognition of my commitment to extra-curricular activities outside of the lecture hall, including volunteering and society involvement.
- **Matheson Virtual Experience Programme** participant. Was given the opportunity to experience life in a Law Firm by completing tasks in the areas of Finance and Capital Markets.
- **Pinsent Masons Virtual Experience Programme** participant. Worked in the areas of practice including Transactional Services, Finance & Projects and Construction, Advisory & Disputes.

## **VOLUNTEER**

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- **Mentorship Programme:** Mentee to an experienced Financial Data Analyst from the Royal Bank of Scotland.
- Former **Public Relations Officer** of the **DCU STAND Society**. Active member of the **DCU Law Society**, **Politics Society**, and Free Legal Advice Centre ‘**FLAC**’.
- **Examinations Superintendent:** Supervised Junior and Leaving Certificate Examinations.

## **REFERENCES**

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Available on request.