

NIAMH MAHON

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RELEVANT EXPERIENCE

Work Placement: ByrneWallace, Dublin

(September 2016)

- Intern within legal offices of ByrneWallace
- Extensive administrative duties – emails, phone calls, filing, mastering new computer systems
- Problem solving skills. Giving time sensitive tasks and completed successfully.
- People skills. Working as part of a new team and engaging successfully with all levels of staff.

EU Careers Ambassador (ESPO)

(September 2016 – June 2017)

- Acting as a point of contact for students interested in EU Careers
- Researching target groups and contacting university media
- Setting up mailing lists and distributing information on EU Careers through the appropriate channels
- Giving presentations, attending university careers events and finding interesting speakers
- Completing monthly tasks and regularly reporting back on your activities

Auditor: Literary and Debating Society, Maynooth University

(September 2014 – June 2015)

- Elected Auditor of the Literary and Debating Society.
- Headed committee of 12 people. Involved delegation and team-working skills.
- Won national award “Most Improved Society” at the BICS (Board of Irish College Societies) Awards which displays constant diligence.
- Won the bid to host the final of The Irish Times Debate – the premier inter-varsity debating competition in Ireland.

Marketing Director: ELSA (The European Law Students Association) Groningen

(October 2015 – June 2016)

- Chosen through interview process.
- Involves making class addresses which ensures all members or potential members are informed of upcoming events.
- Involves use of initiative with regards to new ideas on how to engage the public. ‘Brainstorming’ and ‘ideas meetings’ were held regularly; I had to successfully harness the ideas produced and make them a reality.

Campaign Manager: Successful Students’ Union Member

(February 2014 & February 2015)

- Ran a twice successful campaign for Síona Cahill, Maynooth Students’ Union Vice-President Welfare Officer.
- Organised a large campaign team of students. Ensured canvassing, posters and lecture addresses were organised, efficient and professional.

- Engaged actively with social media campaign in order to reach a larger audience, which greatly improved my online skills. This also taught me the value of target audiences and how to appeal to them.

Waitress: Le Nautique Restaurant – Guernsey, Channel Islands

(June 2014 – August 2014)

- Worked as a waitress in a silver service restaurant where I also had bar and till duties.
- Worked as a team member as part of a high intensity service.

Head Team Leader: Irish Summer Camps – Coláiste na bhFiann

(June 2012 – July 2012)

- Headed team of 10 people and was responsible for between 30-50 students.
- Organised and co-ordinated events for the day and developed lesson plans to motivate and encourage the students.

Work Experience: Brid Mimmagh & Associates Solicitors – Longford

(March 2010 – April 2010)

- Work experience shadowing associates of the firm.
- Gained experience in secretarial work, advance filing systems and dealing with the public.
- Adept with Word/Excel/Publisher and adhering to deadlines.

EDUCATION

University of Groningen, Netherlands

(September 2015 – June 2016)

Erasmus – Law and Arts

Maynooth University, Ireland

(September 2013 – June 2017)

Bachelor of Civil Law and International Development – Grade 2.1

University College Dublin

(September 2012 – June 2013)

Psychiatric Nursing – Completed First Year

Scoil Mhuire Longford

(September 2006 – June 2012)

460 Points in Leaving Certificate (English, Irish, Maths, French, Biology, Music, Religion)

ADDITIONAL

Languages

English – mother tongue, Irish – fluent, French – basic.

Gaisce Awards (Irish “Duke of Edinburgh Awards” equivalent)

Bronze and silver achieved.

Prefect

Chosen for three years running by peers and teachers to represent school year as prefect in secondary school.

Pastimes

Completed Royal Irish Academy of Music piano exams (Grade 8). Plays flute and guitar also for entertainment. Actively participates in sports (running and gym). Debating – All Ireland Gael Linn Debate Finalists two years running. Competes regularly in inter-varsities and Irish Times competition.

Awards

ECDL: Level 1 Certified. Current First Aid certified. ASIST (Applied Suicide Intervention Skills Training) – accredited by the Health Service Executive of Ireland.