**NIAMH MAHON**

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**RELEVANT EXPERIENCE**

***Contractor - Adecco Staffing Group (September 2017 – Present)***

* As a temporary contractor I am placed in numerous different busy office settings. Here my duties range greatly. I generally act as the Front-Of-House Receptionist where I organise meetings, book taxis and deal with everyday clerical issues.
* During these roles, I act as the face of the company that I am working for, therefore I maintain a professional and mannerly front at all times.
* The skills I have gained from these positions have been; Managing busy office environments, Resolving ongoing issues regarding room bookings, meetings etc, Dealing with clients face-to-face and being an overall aid to the offices/departments that I am in.

***Returning Officer – Maynooth Students’ Union (January 2017 – April 2017)***

* As Maynooth Students Union Returning Officer I was the head of a team of four assistants returning officers and one deputy returning Officer. Here I ran the 2017 elections for the Student Union. I was also the first female returning officer in Maynooth University.
* Organised and hosted the hustings. During this role, I had to organise the polling day alongside the count staff. For this position, I had to manage a budget of over 9000 euro. All while this was going on I had to deal with each of the candidates and any questions, queries, or issues they may have had. This included monitoring their campaigns and ensuring that all rules were abided to.
* In this role, I also had to consult with security, health and safety and deal with the complains of regular students who came to me with issues about the candidates’ campaigns.
* In this role, I learned to manage time, people, and assets.

***Summer Intern – ByrneWallace Law Firm (August 2016)***

* Shadowed and assisted members of the Banking, Health, and Litigation teams.
* Tasks included researching points of law; preparing exhibits for pending litigation; following up queries with the Law Society and various other parties; attending court for watching briefs; and taking minutes during client meetings.
* Responsible for general administrative tasks; the preparation of legal documents, such as case for counsel and booklets of title; researching points of law; and conducting research in preparation of various passing off claims.

***Auditor – Literary & Debating Society (September 2014 – June 2015)***

* Elected Auditor of Maynooth University’s Literary and Debating Society.
* Headed committee of 12 people. Involved delegation and team-working skills.
* Won national award “Most Improved Society” at BICS (Board of Irish College Societies) 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 Groningen (October 2015 – June 2016)***

* Chosen through interview process.
* Involved making class addresses which ensures all members or potential members are informed of upcoming events.
* Involved use of initiative with regards to new ideas on how to engage the public.

***Campaign Manager – Student Elections (February 2014 & February 2015)***

* Ran a twice successful campaign for Síona Cahill, Maynooth Students’ Union Vice-President for 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 to reach a larger audience, which greatly improved my online skills.

***Cinnire (Team Leader) – Coláiste na bhFiann (Summer 2010, 2011 & 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.

***Retail Advisor – Ronson’s Shoes Vancouver, Canada (June 2017 – August 2017)***

* Front of house sales person – dealing with customers daily. I was the first and last person they dealt with in the shop and so a professional front of house manner was important.
* After a month of employment, I was designated the responsibility of making the bank deposit every morning.

***Till Assistant – EuroGiant Longford (October 2016 – February 2017)***

* Here I worked on the tills of an incredibly busy shop for the weekends. In this role, I gained Customer service and communication skills – these are transferable skills.
* I also learned how to use my initiative. If there were shelves to be stacked when the tills were quiet I would do that, if there was post to be signed for, I aided. I learned that you need to adapt to your surrounding situations to be a productive team member.

**ACADEMIC HISTORY**

***Maynooth University (September 2013 – June 2017)***

Bachelor of Civil Law and International Development – Grade 1.1

***Rijksuniversiteit Groningen, The Netherlands (September 2015 – June 2016)***

Erasmus – Law & Arts

***University College Dublin (September 2012 – June 2013)***

Psychiatric Nursing (1st Year)

***Scoil Mhuire Longford (September 2006 – June 2012)***

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

**ADDITIONAL**

***Languages***

English – mother tongue; Irish – fluent; French – competent.

***Gaisce Awards (“President’s Awards”)***

Bronze & Silver medals achieved.

***Prefect***

Chosen for three years running to represent school year as prefect in secondary school.

***Pastimes***

Completed Royal Irish Academy of Music piano exams. Plays flute and guitar also for entertainment. Actively participates in sports – running and gym.

***Certifications***

ECDL Level 1 Certified. Current First Aid certified. ASIST (Applied Suicide

Intervention Skills Training) – accredited by the HSE.