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DATE OF BIRTH: 23/08/1993

MARITAL STATUS: Single

EDUCATION & QUALIFICATIONS:

2011 – 2015: National University of Ireland, Maynooth, Co. Kildare - Degree in Law 2.1 (LLB).

2006 - 2011: St. Louis Secondary School, Carrickmacross, Co. Monaghan - Leaving Certificate 470 points.

WORK EXPERIENCE:

November 2015 – August 2016: St. Vincent’s Castleknock College (Personal Assistant to the Headmaster – Subsequently Promoted to Chief Development Officer):

While studying to complete the “Final Examination – First Part” with the Law Society of Ireland, I interviewed for and attained a maternity leave contract at Castleknock College. During my time in Castleknock College, I was responsible for the day-to-day management of the Headmaster’s office. **My duties included:**

- Liaising with parents, teachers, students, the Department of Education and the Board of Management on a regular basis via telephone, e-mail and in meetings.
- Managing the Headmaster’s schedule and taking minutes in meetings.
- The development of the College's website (raising weekly "hits" by approx 900 views).

- Using my initiative to help to solve any issues arising. I dealt with sensitive issues such as bullying with utmost confidentiality.
- I undertook the task of editing "The Castleknock College Chronicle", a 350 page document which is sold to students and pastmen.
- I helped to draft new school policies, using my knowledge of education law and by researching the subject.

My motivation, ability to work successfully as part of a large team and leadership skills have been recognised by the College who have since offered me a promotion to the position of Chief Development Officer.

May 2015 – August 2015: Beauchamps Solicitors (Administrative Assistant):

After interviewing with an agency and with Beauchamps themselves, I secured a temporary administrative role in the company. **My duties included:**

- Administrative tasks in the marketing department.
- My main focus was the over-haul of Beauchamp's client list. I created a new system to manage client information via lists and sub-lists using Microsoft Excel. I then reported back to partners and associates with new and updated information. I sieved through approx 20 years of client information, contacting each client individually via phone or e-mail to ensure their details were correct on the company's database. This meant contacting a target of 100 clients per day.

June 2014 – September 2014: Crest Nicholson London (Customer Service Coordinator / Property Law Administrator):

Whilst undertaking my 3rd year of study, I searched online for a job in London and was offered a position with Crest Nicholson, a large property development firm with 7 branches throughout the UK. Initially, I was offered a position as customer service coordinator but, noticing my interest in law, my manager suggested I would like to work in the property law department. Along with general administrative work, **my duties included:**

- Examining landlord-tenant agreements.
- Drafting company documents.
- Responding to customer queries and investigating customer complaints made under contractual warranty.
- Organising solutions to solve any issues raised.

KEY SKILLS

- **Computer Skills:** ECDL qualified. I write and edit a popular online lifestyle blog. After creating the blog approx 1 year ago, I have built up a network of 10,000 followers across social media platforms. This following is international. The website gets approx 150 "hits" per day and, due to its success, I have been invited to write pieces for The Irish Independent and Her.ie, two major Irish publications.
- **Planning & Organisation:** As editor and a writer for Maynooth University's student magazine "The Golden Thread", I exercised planning and organisational skills on a daily basis to ensure each issue was published on time.
- **Writing Skills:** I have a strong passion for writing and my work has been published in "The Irish Independent" and "The Anglo Celt" newspapers along with on "Her.ie", a very popular Irish lifestyle website.

INTERESTS & ACHIEVEMENTS

- After winning an "in-house" debate in Maynooth University, I was invited to speak on the RTE television series "Prime Time" on the topic of "The Croke Park Agreement".
- I have a strong interest in education and provide both Leaving Certificate and Junior Certificate students with extra tuition in the subjects of English and History. I work as part of a team with the students to ensure that they achieve at least a "C1" grade at "Higher Level" in their exams.
- I have an interest in the restoration of vintage motorcycles. This is a hobby which requires great patience and excellent attention to detail because original parts are often difficult to find and are dispersed among different parts of the world.