

Orla Clissmann

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EDUCATION

Trinity College Dublin - University College Dublin Postgraduate degree in Development Practice, 2:1 awarded. Overall result 68%	2016 - 2017
National University of Ireland Galway - Bachelor of Civil Law Bachelor of Civil Law, 2:1 degree awarded. Overall result 66%	2013 - 2016
St. Kilian's, Deutsche Schule Dublin, Clonskeagh, Dublin 14 Achieved 505 points in the Leaving Certificate	2007 - 2013

WORK EXPERIENCE

HE Clissmann

4036 Citywest, Dublin 24, Ireland

Website manager

October 2017 – January 2018

Software development, IT support and Pharmaceutical distributors

- Monitor and update content on various sites (e.g. jhbr.ie, ezFMD.com)
- Ensured website functionality.
- Trained other staff members in the area.
- Responsible for secretarial work such as drafting letters, maintaining electronic files, coordinating with customers.

Gaia Amazonas Foundation

Colombia

Researcher

May – August 2017

A leading Latin American International NGO.

- Collected and analysed both quantitative and qualitative data.
- Drafted legal memos on the international treaty obligations of the State and Indigenous communities and update reports for major donors such as the MacArthur Foundation.
- Worked in the Amazon region interviewing major stakeholders ascertain the food security issues in the region and cultural implication of government policies.
- This experience working for Gaia Amazonas has developed my problem-solving skills and self-reliance.

Bella Bacinos

Upper Wacker Dr, Chicago, Illinois, USA.

Waitress

June – August 2016

A lovely family run Italian restaurant operating on the banks of the Chicago River

- Responsible for opening the restaurant and serving customers.
- Gained practical life skills such as customer service professionalism, good time management and budgeting.

KOD Lyons Solicitors

Dublin 2, Ireland.

Legal Intern - Two days a week

January – May 2016

KOD are a leading Criminal and Human Rights law firm.

- Wrote legal memos.
- Responsible for proof-reading as well as the reviewing and marking up of applications.
- Performing the above tasks afforded me the opportunity to gain practical legal skills along with the skill set necessary to navigate a formal office setting i.e. punctuality, presentation, confidentiality, integrity and professional demeanour.

- Working in a team environment enabled me to further develop my teamwork skills along with my reasoning, communication and interpersonal skills.
- This internship provided me with an insight into the world of the courts strengthened my ambition to work in this environment.

SKILLS

Language Skills

- **Sprachdiplom** - Earned a B2 diploma in the Großes Deutsches Sprachdiplom to certify my German language proficiency to a high business level proficiency.
- **DAAD** - Awarded a summer scholarship from the German government to study the political history of Berlin and its interconnection with wider European politics at the Humboldt University in Berlin

IT Skills

- Excellent knowledge of Microsoft Office with particular emphasis on Word and PowerPoint.
- Completed all modules of the ECDL training program.
- Intermediate understanding of HTML coding.

Teamwork/Organisational

- Developed exceptional leadership and teamwork skills through my internship, university societies, volunteering and team sports. Frequently required to make reports and presentations to colleagues, lecturers and secondary school students.

Interpersonal

- Developed excellent people management skills through working abroad and managing large international student trips abroad.
- Represented my school at both national and international levels at the European Youth Parliament and European Youth Council, debating championships and international debating forums.

VOLUNTARY WORK

Free Legal Aid Clinic

2014 - May 2016

Voluntary councillor with NUIG Free Legal Aid Clinic. Attend regular clinics accompanied by a solicitor, to provide advice to clients.

Committee Work

- **SUAS** - Committee member of the NUIG Society SUAS, which works in disadvantaged schools and completes homework and study with pupils.
- **German Society** – Elected Secretary for the German Society in NUI Galway, with responsibilities for organising international trips and administrative obligations.
- **NUIG Ladies Hockey Club** – Voted Treasurer of the Hockey Club, with responsibilities for liaising with sports departments, competitions and sponsors.

REFERENECEES

Employment

Francisco Von Hildebrand
Gaia Amazonas,
Carrera 17 No. 39-73,
Bogota,
Colombia

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Academic

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