# **Raïssa Mufuta**

Adress: Lattagloghan , Ballyjamesduff , Co.Cavan

Mobile: 0876210009 Email: Raissamufuta@gmail.com/

 mbuyi.mufuta.2017@mumail.ie

**Educational Qualifications**

 2016 - present Maynooth university, Maynooth Co.Kildare

**BCL (international) Law and Spanish**

Expected Result: 1.1 Honours.

2018 – 2019 University of Valladolid, Valladolid, Spain.

 Result: 2.1 Honours.

**Relevant experience**

2016 – date Admissions Office Maynooth University, Maynooth Co.Kildare.

 **Student Ambassador**

* Engage and interact with incoming/ prospective/ current students
* Provide social media marketing on social media platforms
* Assist the university’s admissions Office
* Undertake problem solving and team orientated tasks

Summer 2018 Dollarama, Strandherd Drive, Ontario, Canada.

 **Sales Assistant**

* Answered queries from costumers and dealt with costumer complaints
* Assisted shoppers find the goods and products they were looking for
* Achieved sales targets
* Worked within accepted guidelines, particularly with brands
* Maintained vigilance and security of the store

2017 to date Maynooth Uiversity, Maynooth, Co. Kildare

 **Spanish Academic Representative**

* Validate student’s views on academic matters are heard
* Ensure the univerisyt listens to and continually engages with students to improve learning, teaching, assessment and academic services
* Feed issues back directly into our department or course through student-staff liaison committees
* Contribute general issues to the Academic School Council

**Skills**

**Organisation**

* Planned activities to ensure that targets and deadlines are successfully met
* Experience multi-tasking and working on own initiative in a variety of settings

**Research**

* Accessed and reviewed archives
* Interviewed representatives of relevant organisations
* Attempted to source primary materials relating to topic
* Ensured best value regarding costs for self and client

**Team working**

* Constant team-working to ensure efficient workings of projects
* Liaised with other professions at various stages of project

**Achievements**

**University Independent Senator (2018-19)**

* Created interacttve mechnisams for students to voice their concerns to the Maynooth Students Union
* Attended frequent Senate meetings and assesed/approved Executive Members’ office reports
* Communicated policies approved by senate

**Orientation Leader (2017-2019)**

* Acted as a group liaison throughout
* Carried out campus tours and organised activities
* Assited registration office in enrolling students

**Secondary School St.Clares College**

* Awarded Certificate of excellent attendance
* RecipievedFrench Student of the Year Award
* Conferred a crystal trophy for 5 year contribution to the school choir

**Other Qulaifications**

* French and Spanish Tutor
* Completed National Student Engagement Programme ran by USI
* Concluded a 3 hour programme designed to raise awareness on safeguarding vulnerable Adults using SVP Sevices

**Referees**

Dr.Amina Adanan Mr.Ian Russel

**Lecturer Employer**

Department of Law Dean of Teaching

National University of Ireland Maynooth National University of Ireland Maynooth

Maynooth Co.Kildare Maynooth Co.Kildare

Tel: 01 474 7592 Tel: 087 942 7942

Email: Amina.adana@mu.ie Email: Ian.Russell@mumail.ie