Saoirse McGrath

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**Skills**

* Advanced computer skills.
* Trained in clerical and administrative duties.
* Reliable and dependable.
* Experience and extensive training in customer relations and dispute handling.
* Experience working in project and teamwork.

**Education**

**Maynooth University – September 2015 – Date, LLB, Third Year.**

* I am currently pursuing a four-year LLB Law degree in Maynooth University.
* To date, I have completed all the core modules required for the FE-1 exams and I am currently undertaking my fourth year which is allowing me to focus on areas of law I find of particular interest such as Tax Law, Banking and Financial Law, and Intellectual Property Law.
* I have achieved a First-Class honour in my degree to date.
* Year 1 Overall Grade: 69% II.I
* Year 2 Overall Grade:72% I.I
* Year 3 Overall Grade:74% I.I

**St. Mary’s Secondary School, Edenderry, Offaly.**

* I attended St. Mary’s Secondary school until my third year, at which point I had the opportunity to travel to Arizona in the United States for two years.
* I returned to St. Mary’s Secondary School to complete my second level education in September 2013.
* I sat my Leaving Certificate in 2015, achieving 480 points.

**Hamilton High School, Chandler, Arizona.**

* During my time in the United States, I attended Hamilton High School.
* This experience gave me the opportunity to hone my computer and administration skills through a number of courses and subjects available to me.

**Work History**

**Customer Service Agent, Allied Irish Bank — February 2016 - Present**

* I am currently employed as a Customer Service Agent in a busy corporate environment.
* My Duties include assisting customers with any queries they may have in relation to the day to day operation of their credit and debit cards.
* Over the course of my time with AIB, I have taken part in continuous professional training and development, empowering me to expand my responsibilities.
* I have been empowered by my People Leader to engage in a number of tasks which involved a high-level of interaction between my team members, as well as strong organisational skills. This has allowed me to expand on my interpersonal skills and realise the value of teamwork in a fast-based business environment.
* I have taken on the role of i-Connect representative for my team which involves facilitating good communication between my colleagues and our area management and ensuring that my team members feel that they have the materials and equipment required to carry out their responsibilities effectively.

**Au Pair — June 2015 - September 2016**

* I worked as an Au Pair in Madrid, and also in a small village in Catalonia.
* During this period, my main responsibility was helping families develop their skills in the English language.
* This experience was vital to my early professional development, allowing me to experience another culture and interact with a new environment.

**Interests and Hobbies**

* I have a keen interest in student politics and I have taken up an active role in Maynooth Students’ Union.
* I am currently the Academic Representative for Fourth Year Law.
* This role allows me to interact with my classmates on a variety of issues they may have and assist in making the teaching and learning environment as accessible as possible.
* This role also allows me to sit on Maynooth Student Senate, the governing board of our Student Executive, empowering me to represent my classmates on a higher level and make sure that our Students’ Union Officers are accountable and transparent in their work.

**References**

Available upon request.