**ISHA APTE**

**Giantsgrave, Cashel Rd., Clonmel, Co. Tipperary**

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**PERSONAL PROFILE**

A diligent and enthusiastic third year Law and Business student in NUI Galway. Strong communication teamwork and legal drafting skills developed over five months of employment in a corporate law firm. Eager to gain further experience of legal work in one of Ireland’s leading commercial law firms.

**EDUCATION**

**September 2019 - 2023 Bachelor of Law and Business, National University of Ireland Galway**

* 3rd year subjects: Professional Work Placement: September 2021 – May 2022
* 2nd year grade average: 2.1 (64.75%)

Modules Include: Company Law (66%), Company Law II (56%) EU Law (54%), EU Law II (63%), Criminal Law (60%), Criminal Law II (61%) Moot Court (74%), Management Accounting (84%), International Financial Reporting (51%), Management (67%), Employment Relations (66%), Cybersecurity (75%).

* 1st year grade average: 2.1(67.5%)

Modules Include: Contract Law (62%), Tort Law (61%), Constitutional Law (66%), Understanding the Law (68%) Financial Accounting (74%), Management Accounting (70%), Legal German (76%)

**2013 - 2019 Leaving Certificate, Loreto Secondary School, Clonmel (477 points)**

English (H3), Irish (H3), Maths (H5), History (H4), German (H3), Economics (H3), Business (H2)

**RELEVANT WORK EXPERIENCE**

**September 2021 – Present Intern, Philip Lee LLP, Dublin**

* Gained experience in the Corporate department assisting on a number of acquisitions and business re-organisations.
* Drafting legal documents such as Shareholders Agreements, Share Sale and Subscription Agreements, Share Purchase Agreements, Employee Share Option Plans and more.
* Client correspondence and teleconferencing.
* Making CRO filings using CORE.
* Research on corporate governance matters.

**May 2017 Legal Intern, John Joy Solicitors, Clonmel**

* Gained experience in the everyday work of solicitors over the course of one week.
* Shadowed solicitors practising primarily in the areas of personal injuries, criminal law and litigation and property law.
* Attended court for one day and acquired practical experience of legal proceedings.
* Read active case files and observed casework.

**WORK EXPERIENCE**

**September 2020 – December 2021 Customer Advisor, Argos (IE), Clonmel**

* Advise over 200 customers daily with purchases and queries.
* Work as part of a team of eight to provide excellent customer service.
* Process credit card and cash transactions.
* Maintain allocated company insurance sales targets of 8% and other targets through informed communications with customers.

**September 2020 – May 2021 Céim Leader, National University of Ireland, Galway**

* Supporting a class of 28 first year students in the transition from second - level to third - level education over the course of two university semesters.
* Facilitating peer learning on a weekly basis through academic supports and guidance.
* Planning and designing academically driven sessions weekly with fellow leaders.

**SKILLS PROFILE**

**Mentoring & Leadership:** Took part in facilitating peer-learning in a leadership role.

Took ona substantial student leadership role in 6th year of secondary school in facilitating the transition of students from primary school to second level. Mentored a second - year debating team in preparing for an inter - school competition.

**Communication:** Communications developed over many years of customer service and through teamwork implemented in both academic and professional settings. Experience in taking minutes during meetings in large groups as a Céim Leader and as Intern in Philip Lee.

**Research:** Refined legal research skills through research in a professional setting on corporate governance matters to be explained to clients.Engaged deeply with academic work and extra-curricular activities such as the DCU National Moot. Highly competent with research tools and databases such as the NUI Galway library website and legal databases such as Westlaw, Justis, Practical Law and Irish Statute Book.

**Teamwork:** Proven ability to collaborate with large and small teams both in professional and academic settings. Worked as part of a team of four in a corporate environment with colleagues of all levels from trainees to partners. Completed teamwork in a voluntary position during peer-learning facilitation and extra-curricular activities such as mooting.

**IT Skills**: Highly experienced in Microsoft Word, Microsoft PowerPoint and Microsoft Teams and Microsoft OneNote and video conferencing services such as Zoom, utilised daily in professional work. Adapt quickly to new systems such as the Data Management System and Keyhouse for legal work and time recording.

**Language**: Fluent in Marathi and maintain a conversational level in Hindi.

**ACHIEVEMENTS**

* Achieved the Leading Ireland’s Future Together (LIFT) Award.
* Achieved the NUI Galway Employability Award.
* Céim digital badge Collaborative Learner: Facilitated peer-learning sessions for first year law and business students over the academic year 2020/21. Attended collaborative learning sessions over the 2019/20 academic year and advanced existing communication and teamwork skills through active collaboration with peers.
* Bronze Gaisce Award: Achieved the bronze award by partaking in physical and personal development and voluntary activities in a charity shop.

**INTERESTS & HOBBIES**

**Reading:** Avid reader, enjoy various types of literature especially fictional novels.

**Societies**: Attending Law Society events over the past two years and have enjoyed actively participating in the Literature and Debating Society.

**Travel:** Enjoy immersing in new cultures and learning languages.

**REFEREES**

References available on request.