



**Melissa Donegan-**

**Curriculum Vitae**

Boley Lower, Abbeyleix, Laois,

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**Professional Summary**

Enthusiastic final year Bachelor of Civil Law student and dedicated legal intern with effective communication, legal research, presentation, and database use skills. Seeking a legal internship at a full-service law firm to apply expertise in a dynamic environment. Commercially aware.

**University College Dublin**

**2020-2024**

- BCL (2.1 Honours Obtained)
- Minor in French (Obtained)

Relevant modules: Contract Law (A-), Commercial Law (B-), Company Law (B-), Property (B-), EU Economic Law (B+), Competition law (B), Equity (B-).

- Awarded the Cothrom na Féinne scholarship for demonstrating clear motivation to pursue a career in law, despite coming from a disadvantaged background. This fantastic scholarship recognises my dedication to excellence throughout my legal studies and active involvement in extracurricular activities.
- Awarded the Law Society Access Scholarship for my dedication for pursuing a career as a solicitor, despite my disadvantaged background and for delivering excellence throughout my university experience.

**Université de Rouen, France**

**Jan-June 2023**

- Erasmus (2.1 Honours Obtained)
- Developed advanced proficiency in French, excellent communication skills and expertise in comparative law modules. This experience also built on my commercial awareness, where I undertook the module AI and its effects on the legal sector.

**Heywood Community School, Ballinakill, Co. Laois**

**To 2020**

- Leaving Certificate (CAO Points: 478)

**Work Experience:**

**Student Caller**

**January 2023 - Present**

**UCD Open Doors Charity Organsiation**

- Managing office phone, making phone calls to potential donors to raise funds for scholarships. This helped me develop excellent client management, communication, and active listening skills and positive leadership skills including empathy and patience.
- Collaboratively planned the urgent budget for the appeal, building on my commercial awareness.

**Voluntary Sales Assistant**

**June 2021-September 2021**

**Portlaoise Thrift Shop**

- Managed and organised daily Stock control, maintained daily sales, managed cash securely, and answered customer inquiries and problems. This helped me develop effective communication, leadership, and problem-solving skills.
- Collaboratively planned the urgent budget, calculating funds raised from donations and sales, developing commercial awareness.
- This experience also allowed me to build on my customer management skills which are transferable and crucial when dealing with clients.

**Legal Intern (Property & Litigation Departments)  
McKenna & Co Solicitors, Baggot Street, Dublin**

**June 2023–September 2023  
May 2022–September 2022**

- Drafted Wills, contracts, Deeds, and correspondence, launched inquiries to the bank, electronically scanned hard copy documents and systematically uploaded them to the firm’s database, oversaw and executed routine office tasks including withdrawing and lodging petty cash and cheques, responsible for document delivery to legal professionals, managing registered post, managing office phone, and mentoring interns.
- This helped me develop excellent teamwork, leadership, communication, active listening, legal research, and problem-solving skills.

**William Fry Law First Programme**

**January 2022**

- Shadowed a corporate law solicitor in the Banking and Finance department. Developed important skills including active listening and effective communication and exposure to a fast-paced legal environment.

**McCann Fitzgerald Law First Programme**

**January 2022**

- Shadowed a corporate law solicitor in the Restructuring and Insolvency department, gaining a great insight into the daily tasks of a trainee, building on my communication, teamwork, and time management skills.

**McElwee Solicitors – Mountmellic, Laois**

**January 2019**

- Managed office phone, executed office errands, and managed the timely delivery of legal documents to legal professionals. This helped me develop my communication, teamwork, and legal drafting skills.

**Skills and Qualities:**

Time management, oral and written communication, legal software proficiency, attention to detail, adaptability, legal drafting, commitment, flexibility, problem-solving, attention to detail, research skills, active listening, persuasion, IT skills, leadership, team player, commercial awareness, and advanced proficiency in French.

**Interests:**

- Passionate about athletics, particularly long-distance running. I completed the Dublin Half Marathon and aspire to complete the upcoming Irish Life Dublin Full Marathon in October.
- Committed to giving back to the community through volunteering. Engaged in various initiatives, contributing time and skills to causes aligned with personal values.
- I visit the gym three times a week and this helps to boost my confidence levels and my concentration capabilities for when I am at work.

**Achievements**

- Law Society Access Programme Scholarship, January 2024
- Law Student of the Year Shortlist, Dye and Durham Law Awards 2023, June 2023.
- Entertainments Officer, Law Society UCD, May 2022-May 2023.
- Completed the LIFT Positive Leadership Workshop, August 2022.
- Access Leader, HEAR UCD, April 2022-January 2023.
- Second Year Rep, Food Society UCD, Oct 2021-May 2022.
- UCD Peer Mentor, Supporting First-Year Students, Sept 2021-May 2022.
- Mooting Convenor, Law Society UCD, June 2021-May 2022.
- James Joyce Maidens Debating Plate Finalist, November 2020.
- Matheson Mock Trial Competition Finalist, November 2020.
- John Paul II Gold Medal, outstanding volunteering contributions, November 2018.

Thank you for taking the time to read my C.V.  
I look forward to hearing from you.

Signed \_\_\_\_\_ Date Prepared \_\_\_13/02/2024\_\_\_