**Nessa Brady**

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**EDUCATION:**

Bachelor of Business and Law (BBL) Stage 4 GPA: 3.73 *University College Dublin, 2019-2023*

Leaving Certificate: 531 Points *Mean Scoil Mhuire, Longford 2013-2019*

### **SKILLS PROFILE**

* Quantitative and office administrative skills enhanced through working in a payroll department as an assistant.
* Legal research, editorial skills and academic writing developed through editorial roles with ELSA, UCD Student Legal Journal 2023, a legal internship and university assignments.
* Strong leadership, and teamwork skills developed through university group assignments, and through my part time work employments both here in Ireland and in America on my J1 Visa.
* Great time management and organisation skills developed through my experience working in numerous fast paced retail environments.
* Excellent interpersonal and communication skills developed through tutoring students and working with teams during my volunteering work with not-for-profit organisations Stampify, Speak and UCD Volunteers Overseas.
* Ambitious, determined, and resilient as illustrated by my academic achievements and extracurricular certificates.

**WORK EXPERIENCE**

**Subeditor and Legal Writer at UCD Student Legal Service Journal 2023** *October 2022- Present*

* The SLS Journal is an academic journal written and edited solely by students.
* Tasks as writer include researching on my chosen topic on employment law in Ireland, with a focus on the gender pay gap that continues to permeate the Irish employment landscape.
* Tasks as editor include editing the content and structure of articles submitted to the Journal, ensuring correct grammar and spelling. I research and fact check the area of law, and fine tune the referencing.

**Supervisor at Supervalu Ltd, Blackrock** *September 2022- Present*

* Balancing a new part time employment in final year along with my studies which involves communicating with management to ensure work shifts suit my academic schedule, collaborating with a new high functioning team in a fast-paced environment, applying skills learned from previous roles to the new environment, promoted to a supervisory role demonstrating my initiative to take on more responsibility and accept a challenge.

**Payroll department at Town and Country Hotel in San Diego, California** *July 2022- August 2022*

* Conducting general administrative duties, copying and faxing, filing and inputting invoice information into database system ‘Oracle’. Completed many repetitive tasks to a high standard, corresponded with other departments in the hotel to ensure their invoices and books matched those recorded in the accounting department.

**Retail Assistant Spar Ltd, Longford** *December 2016 – June 2022*

* Ensured the needs of all customers were met with a high standard of service and expertise. Trusted with opening and closing the shop at the beginning and end of each workday. Operated check-out tills throughout peak hours of trading, undertaking stock checks and stock rotation assuring all products are in-date and of high-quality condition, gained supervisor experience through assessing new employees work, managing customer complaints and organizing rosters, demonstrating my excellent time-management and organizational skills.

**Legal Intern at Connellan Solicitors, Longford** *August 2021*

* Researching relevant legislation, articles, caselaw, Commission notes, commentary etc. for specific client matters, drafting brief notes, e-briefs and memorandums for partners and clients, in-depth legal training in IT, conducting legal research whilst shadowing trainees and solicitors, reviewing minutes at meetings, attending Court, scanning, copying and editing documents.
* **Office Administrator, at Goodness Grains Bakery** *May 2020 - August 2021*

Carrying out clerical duties such as responding to emails, preparing documents and answering phone calls, performing bookkeeping tasks such as monitoring accounts and inputting invoices on ‘Sage’ software, general filing and printing and other administrative tasks, assisting and shadowing colleagues when there was an opportunity to do so.

**VOLUNTEER WORK**

**Law Forum Class Representative 2022/23** *October 2022-Present*

* Communicating with my year group to identify any issues with academic law modules, tutorials or lecturers and bringing these to the Law Forum Board to direct lecturers’ attention on solving them effectively.

**Volunteer at the UCD Student Legal Clinic** *September 2021 – Present*

* Advising students on various legal issues including topics such as landlord and tenant law, commercial law and employment law which tie in with my respective modules studied, drafting memorandums from meetings and conducting further research into aspects of legal issues experienced by students to further my knowledge on these areas.

**Buddy at SPEAK** *January 2021 – May 2021*

* Leading conversational level English classes for international students, refugees and immigrants three times a week, monitoring students’ progress whilst simultaneously offering advice and extra attention to those who want to improve.

**Stampify Brand Ambassador/Volunteer** *January 2022- March 2022*

* Communicating with prospective small and large businesses to convince them to collaborate with Stampify, briefing these businesses on Stampify’s overall goal, analysing the concerns these businesses have in getting involved and aiming to improve on these respective areas to convince them otherwise.

**EXTRACURRICULARS**

* Judge in the 2022 Student Legal Service Negotiation Competition.
* Participant in the 2020 Student Legal Service Negotiation Competition,
* Completed ‘The Science of Well-Being’ on Coursera with Yale University and Completed Bloomberg Marketing Concepts Programme.
* Advanced Google Analytics Concepts Qualification 2023.
* Virtual Learning Programme participant for both White & Case LLP and Matheson LLP.
* Completed the Skills for Working Life Programme 2022, which is an employer-led skills-based workshop which covers issues such as commercial awareness, problem solving and design thinking.
* Legal research editor for Elsa Ireland’s Academic Paper 2021.

### **HOBBIES**

* + - * I enjoy singing and playing guitar and have participated in several talent competitions to showcase this talent.
      * I like to keep fit and enjoy running, exercise classes and going to the gym in my free time.
      * I enjoy reading, listening to podcasts and following current affairs.
      * Active member of the UCD Law Society, UCD Student Legal Service, Commerce and Economics society and UCD Volunteers Overseas. I regularly attend talks and workshops to become more involved in the university life and to learn more about the aspects of law I enjoy.

**REFEREES**

References available on request.