

# RUARCC BALLANTINE

Fawn, Dromahair, Co. Leitrim · 087-3941823  
ruarcc.ballantine.2019@mumail.ie

**4<sup>th</sup> Year LLB Student**

Hardworking, honest, and outgoing individual, with a good sense of humour.  
Experience working independently in busy environments and within a team setting.  
Copious experience working with people of all ages and backgrounds.

## EDUCATION

2018 - PRESENT

### **NUI MAYNOOTH**

Bachelor of Laws (LLB) - On track to graduate with 2.1.

2010 - 2016

### **SLIGO GRAMMAR SCHOOL, THE MALL**

Honour's Leaving Certificate 2016

Honour's Junior Certificate 2013

## LEGAL WORK EXPERIENCE

2020 - PRESENT

### **CAROL MCCORMACK SOLICITORS, CARICK ON SHANNON, CO. LETRIM**

- Proficient in Legal Evolve, case management system.
- Answering the phone, ringing clients and contacts, organizing appointments and further administrative tasks.
- Drafting various documents, briefs, and letters for cases in litigation, conveyancing, and probate law.
- Management of firm's website, scripting of blogs, social media posts and monthly newsletters.
- Implementation of an efficient system for archiving and shredding case files.

2020 - PRESENT

### **KEITH O'GRADY BL, SLIGO TOWN, CO. SLIGO**

- Firsthand experience of consultations with clients during trial dates.
- Extensive courtroom experience with a junior counsel.
- Handling of files and taking notes for the solicitor and junior counsel.
- Deputized for the solicitor and communicated with clients in their stead.

SUMMER 2022

### **MICHAEL MONAHAN SOLICITORS, SLIGO TOWN, CO. SLIGO**

- Adaptation to a new case management system.
- Drafting briefs for counsel for personal injury cases.
- Observation of consults between solicitor and clients and taking attendances for further use in litigation files

2013-2014

**MCGOVERN WALSH SOLICITORS, SLIGO TOWN, CO. SLIGO**

- Transition Year Work Experience

**WORK EXPERIENCE**

2018 - 2021

**MARKREE CASTLE, COLLOONEY, CO. SLIGO**

Bartender and Night Porter

2017 – 2019

**THE WOODVIEW INN, PUBLIC HOUSE, DROMAHAIR, CO. LEITRIM**

Bartender

2014 – 2016

**ROSE OF INISHFREE TOUR BOAT, PARKES CASTLE, CO. LEITRIM**

Crewmate

**ACTIVITIES AND VOLUNTEERING**

- **GAA:** Member of Dromahair GAA Club. Winning member of minor, U-21 and Junior teams.
- **KARATE:** Black belt. Won two gold medals in Karate World Championships.
- **LAW:** Keen interest in Law since school. Winning member of college Mock Trial Team in 2019. Active member of the Law Society in Maynooth and European Law Society.
- **LGFA:** Head Manager of winning Dromahair Ladies U-16 and Minor Football Teams 2016 to 2019. Assistant Manager of Dromahair Ladies Senior Football Team winning both league and championship 2018-2021.
- **LEITRIM ANIMAL WELFARE CENTRE:** Socialization and exercise plan for dogs and puppies.

**SKILLS AND CERTIFICATES**

- Communication, leadership, adaptability
- Full Driving License, 2019
- Clifford Chance Cyber Security Global Virtual Internship
- Foundation Coaching Course and Child Safe-Guarding

**REFERENCES**

Ms. Carol McCormack  
Solicitor,  
Carol McCormack Solicitor  
Carrick on Shannon,  
Co. Leitrim

**086-3829258**

Mr. Keith O’Grady BL  
Junior Counsel  
Sligo Town,  
Co. Sligo

**087-7713900**