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| **Curriculum Vitae** |
|  **Úna Walsh** |  |
| Address: 134 Elm Park Avenue, Elm Park, Castletroy, Co. Limerick |
| Date of Birth | 13/09/1995 |

**Education**

**3rd Level**

**Bachelor of Laws in Law, Minor in Cultural Studies Graduating 2018**

School of Law, University of Limerick, Co. Limerick, Republic of Ireland

* GPA 3.2

**Secondary School**

**2008 - 2014**

Scoil Mhuire Greenhill, Carrick-on-Suir, Co. Tipperary, Republic of Ireland

***Leaving Certificate:***

***Subject: Grade:***

English(H.L.) B3

Irish (H.L.) B2

Mathematics (O.L.) C3

French (H.L.) B3

Biology (H.L.) C1

History (H.L.) B1

Geography (H.L.) B1

**National School**

**2000 – 2008**

Carrigeen National School, Carrigeen, Co. Kilkenny

**Work Experience**

| **Dates** | **Company** | **Position or Responsibilities** |
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| June 2017 – August 2017 | Bubba Gump Shrimp, Santa Monica, CA, United States of America | **Hostess/Kitchen Staff**Prepared ingredients for the daily meals sold in the restaurantInteracted with guests both inside and outside the restaurant in serving food and guiding guests to their tablesRan the food to customer tables then removed dirty dishes to the kitchen to be cleanedRe-set and cleaned tables after each party had left their seatingTook reservations and put guests on the waiting list at the front of the restaurant |
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| May 2016 – January 2017 | Danske Bank, International House, IFSC 1, 3 Harbourmaster Place, Dublin, Republic of Ireland | **Administrative Assistant** Aided all colleagues with various different tasksAnalysed and created customer profiles based on client data accounts which were used in Credit meetingsEdited and drafted legal documentation such as legal instruction sheets in order to initiate legal proceedingsCreated and edited data on Excel Spreadsheet |
| 8th – 11th May 2012 | H.D. Keane Solicitors, 22 O’Connell Street, Waterford, Republic of Ireland | **Assistant**Carrying out correct photocopying, filing and archiving of legal documents.Ensuring safe delivery of documentation to Waterford Court House. |

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| **Languages** | * English, Irish, French (Leaving Certificate Standard)
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| **Technical Skills** | * Excel, Microsoft Word, Adaptability, Teamwork, Strong Work Ethic, Interpersonal skills, Motivation, Time Management
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| **Skills and Achievements** | **Problem solving skills:** * As part of the University of Limerick’s Law Society and Debating Society I was secretary and had to engage with other UL Faculty in order to solve problems within the societies but also in organising events. Using my Communication I interacted with my fellow Committee Members to solve the problems.

**Communication Skills:** * During my Final Year at University I have to complete a Final Year Project which involves discussion and research our chosen topic within an eight person group, regular communication fosters a team spirit, and I find that I am a team player and work well with others.

**Initiative:** * While working in the restaurant in Santa Monica and in the Bank in Dublin, I took initiative to ensure that all tasks given to me were completed professionally, efficiently and as streamlined as possible, if I could help my other team members I took initiative to do so

**Teamwork:** * I have been involved with sporting, professional and committee teams throughout my college experience and I cooperate well with other people, taking constructive criticism and forming a united network to ensure the daily running of projects and tasks run smoothly.

**Achievements:**Received a Bronze Gaisce Award in 2012, and competed in County Badminton CompetitionsTrained as a Drugs Awareness mentor for 6th class students during Transition YearNominated for Student of the Year in 2008 in secondary schoolTrained Under 11s in Badminton from 2011-2013Self-taught myself how to play the guitar |
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| **Personal****Interests** | * Writing, Gym, Horse-riding, Badminton, Swimming, supporting Irish Rugby and Kilkenny Hurling
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| **Career Plans** | * Upon graduating I hope to pursue a career in Law and strive to become a Solicitor which involves completing my FE1 Exams in Dublin, in order to achieve this I will also endeavour to complete summer internships to enhance and improve my working experiences.
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As part of my role as Administrative Assistant I aided all colleagues with various different tasks such as data base maintenance, creating templates for official bank letters.

I analysed and created customer profiles based on client data accounts which were used in Credit meetings to decide on the next stage of the debt recovery process.

I edited and drafted legal documentation such as legal instruction sheets in order to initiate legal proceedings, and also corresponded with law firms nationally, sending them release of collateral forms to conclude a client's settlement process with the bank.

I finally created and edited data on Excel Spreadsheet to be used by various different contractors in the Bank such as PWC and Grant Thornton