Aisling Weldon

D.O.B- 24/01/1997

Woodtown Drumconrath Navan Co. Meath

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Tel: 083 141 3815

**Education and Qualifications**

**2015-present:** University College Dublin

Bachelor of Civil Law

Current GPA- 3.37 (second- class honours)

**Year 1**

**Overall GPA- 3.38 (second-class honours)**

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 1 | | Semester 2 | |
| Global Marketplace | B | Introduction to Management | B- |
| Constitutional Frameworks | B | Constitutional Rights | B |
| Contract Formation | B+ | Nominate Torts | B |
| Negligence and Related Matters | B+ | Civil Procedure | B |
| Criminal Procedure | B | Contract: Vitiating Factors | B+ |
| General introduction to the Irish Legal System | C+ | General Introduction into Comparative Legal Studies | B- |

**Year 2**

**Overall GPA- 3.5 (second-class honours)**

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 1 | | Semester 2 | |
| Company Law I | B+ | Company Law II | A |
| EU Constitutional Law | B | EU Economic Law | A |
| Property Law I | B+ | Property Law II | C+ |
| Criminal Liability | B- | Criminal Offences and Defences | A |
| Matrimonial Law and Reliefs | B | Family and Child Law | B+ |
| Global Crisis and Social Justice | C+ | Marketing: Firms, Customers & Society | B- |

**Year 3**

**Overall GPA -3.37 (second-class honours)**

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 1 | | Semester 2 | |
| Equity | B- | Trusts Law | B |
| Evidence- foundations | B | Evidence; Practice and Principles | C+ |
| Criminal justice and penology | B- | Criminological Theory | B- |
| Intellectual property law | B | Jurisprudence | B |
| Employment law- rights | B- | Employment Law; Contracts | A- |
| Financial law of the EU | A- | Revenue Law | B |

**2009-2015:** St Louis Secondary School,

Carrickmacross,

Co. Monaghan

I obtained 475 points in my leaving certificate.

**Work Experience**

Tony Collier Solicitor: Unit F/G Pier 19 Ushers Island, Ushers Quay, Dublin 8.

July 2018- Present

**Duties**

* I answer the phone and take messages from clients and other parties and answer any queries I can.
* Organise for barristers to represent clients when needed.
* Converse with barristers in relation to the clients that they are appearing for.
* Prepare draft letters and emails to be sent out to clients.
* I have also prepared draft disclosure letters.
* I have sat in on client consultations and taken the notes during the consultation to be then put in the client's file.
* Organise the files that are needed for the day and diary the next court dates of the clients onto two different computer systems.
* I have also shadowed solicitors during their court appearances.
* File various documents in the Central Office in the Four Courts.

Joseph McNally Solicitors: The Maieston, Santry Cross, Ballymun, Dublin 11.

16th -20th of July 2018.

**Duties**

* Sat in on client consultations and took efficient notes.
* Photocopied various documents for the other employees.
* Monitored the emails that came in each day and printed them off to be distributed to the correct addressee.
* Organised the post that came in each day and opened and dated it and then attached it to the relevant file for the solicitor's notice.
* Organised the files each day and made sure everything was in the correct place.

**Key Skills**

* Excellent skills in Microsoft Word, Excel and PowerPoint.
* Excellent problem-solving skills.
* Experience working in groups throughout secondary school and in university.
* Effective communication skills that have been demonstrated through organising group projects and delegating tasks to each member of the group.
* Excellent organisation and record keeping skills, demonstrated through my efficient note taking in my modules.
* Experience and competency in negotiation through various workshops I attended.

**Technical Skills**

* Experience in product marketing and product design, through a project for my marketing module which involved designing and producing a new snack product.
* Can efficiently research and utilise various legislation and case law to suit the needs of any questions put to me during tutorial work and continuous assessment work.
* Litigation skills developed through workshops and modules.

**Interests and Hobbies**

* Great interest in reading.
* I also volunteer with the local youth club as a leader.
* Frequently take part in fund raisers for my local soccer club, this involves collecting money at events, selling raffle tickets, selling sweets and drinks, manning stalls.
* I have a major interest in Business which I have kept going through college through my choice of electives such as Introduction to Management, Global Marketplace and Marketing: Firms’ Customers & Society.

**Other information**

* I am very organised.
* I am a dedicated worker.
* I am also very adaptable.
* Chosen to participate in the annual Corporate and Commercial Law Study Visit to London in March 2018 and this selection was based off of a number of criteria such as GPA.
* Earned a Certificate in Work Related Learning upon completion of the trip.

**References**

Mr Tony Collier - Tony Collier Solicitor- 01 679 8222 - [info@tonycolliersolicitor.ie](mailto:info@tonycolliersolicitor.ie)

Mr James McDermott – University College Dublin- 01 716 4139 - [james.mcdermott@ucd.ie](mailto:james.mcdermott@ucd.ie)