

AVA WALSH

CONTACT

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EDUCATION

2025

BCL Bachelors of Civil Law

Dublin City University, Dublin, Ireland

• FHSS Academic Scholarship Recipient

First Year Results: -

- Law of Torts: 60%
- Introduction to Law: 72%
- Critical Approaches to Law: 63%
- Criminal Law: 61%
- Constitutional Law: 66%
- Advanced Torts: 66%
- Advanced Criminal Law: 60%

Second Year Results: -

- Moot Court: 64%
- Property Law: 68%
- Law and Dispute Resolution: 63%
- Healthcare Law: 62%
- Family Law: 46%
- European Union Law: 55%
- Contract Law: 56%
- Company Law: 70%
- Company Law 2: 63%
- Advanced European Union Law: 64%
- Advanced Contract Law: 63%

Grade Average for First and Second Year
- 2:1

2021

Leaving Certificate

St. Louis Community School,

Kiltimagh, County Mayo

- English: H1
- Maths: H2
- Spanish: H2
- Biology: H3
- Art: H2
- Business: H2
- Applied Mathematics: H3
- Irish: O3
- CAO Points: 554

2019

Polite and professional law student with strong communication and multitasking skills. Meets job demands and deadlines through diligent work-ethic and dedication to quality. Adept at operating in fast-paced environments and maintaining calm in challenging situations.

EXPERIENCE

September 2024 - Current

Deli and Shop Assistant Walshtown Service Station, Kiltimagh, County Mayo

- Adapted quickly to peak hours, maintaining quality of service under pressure.
- Collaborated effectively with team members for smooth operations.
- Managed cash transactions accurately to maintain financial integrity.
- Maintained a clean and organised workspace for efficient operation.
- Improved customer satisfaction by providing excellent customer service and speedy transactions.
- Ensured compliance with health and safety regulations at all times.

September 2024 - October 2024

Deli and Café Assistant Maxol Group, Castlebar, County Mayo

- Managed kitchen, storage facilities, and stock levels in deli counter to maintain organisation and active supply.
- Maintained cleanliness of the deli area, including counters and equipment, following health regulations.
- Assisted customers with queries and resolved complaints successfully to promote positive communication and enhance customer satisfaction.
- Swept, mopped, and wiped all surface areas using appropriate cleaning solutions to comply with quality and cleanliness standards.
- Covered café service during peak times to assist workers in managing requests of customers, providing extra assistance.
- Participated in food safety training sessions, staying updated on best practices and regulations.

June 2023 - August 2024

Legal Intern P. O'Connor & Son Solicitors, Swinford, County Mayo

- Supported solicitors, legal executives and secretaries with the day-to-day duties of the office and utilised teamwork and cooperation to get difficult tasks done in an efficient and time-conscious manner.
- Operated a case management system to premium standards.
- Supported quality management team on ISO accreditation systems in the office.
- Reviewed dealings pending registrations in Tailte Éireann and drafted letters of expedite for long-standing applications.
- Assisted on reception, taking calls from clients and other solicitors offices whilst also handling card, cash and cheque payments through our lodgement system.
- Dealt with clients, taking detailed messages whilst also providing them with updates on their individual matters and taking detailed instructions.

**Certificate of Higher Education Youth Leadership and Community Action
University of Galway, Galway, Ireland**

- Completed as a part of the Leadership-For-Life Programme in Transition Year of secondary school.
- Graduated with a First Class Honours.

SKILLS

- Proofreading
- Legal document drafting
- Preparing briefings
- Legal research
- Communication
- Multi-Tasking
- Self-Motivated
- Team Player
- Problem-Solving

HOBBIES AND INTERESTS

- Reading
- Art
- Swimming
- Yoga
- Travelling
- Volunteering
- Creative Writing

REFERENCES

Academic Reference

Ms Aisling de Paor, Professor at Dublin City University
email: aisling.depaor@dcu.ie

Company Reference

Ms Samantha Geraghty, Managing Partner/Solicitor at P. O'Connor & Son Solicitors
email: sgeraghty@poconsol.ie

- Typed up letters and assembled all the enclosures whilst maintaining confidentiality standards.
- Shadowed lawyers to understand workloads, case management and network development.
- Conducted legal research and drafted official documentation.
- Provided administrative support involving file management, correspondence and reception duties.
- Fostered positive client relationships through effective communication and prompt responses to queries.
- Handled confidential materials responsibly maintaining integrity and trust within the firm.
- Performed administrative tasks to facilitate smooth office operations.
- Drafted and edited contracts to ensure compliance with current legislation.
- Used online legal databases and digital resources to complete legal due diligence and research case data.

June 2021 - June 2023

Customer Assistant *Tesco Ireland*, Swinford, County Mayo

- Resolved customer queries and concerns in proactive manner, leading to increased customer satisfaction.
- Processed cash and card payments during busy shopping periods, limiting customer wait times.
- Guaranteed first-class customer service, enthusiastically anticipating and catering to customer needs and requirements.
- Received and actioned feedback politely and professionally, going extra mile to deliver positive customer outcomes.
- Worked as team member, performing cashier duties, product assistance and cleaning.
- Addressed customer service enquires quickly and accurately.
- Handled complaints calmly and professionally, providing appropriate solutions to promote continued customer satisfaction.
- Facilitated positive first impressions by maintaining smart, professional appearance at all times.
- Prioritised tasks in order of urgency to create positive shopping experience for customers.
- Approached customer interactions in enthusiastic, flexible manner to ensure customer satisfaction.

April 2020 - June 2021

Store Cleaner *Cleaning Contractors Limited*, Westport, County Mayo

- Ensured floors stayed clean and presentable by conducting mopping, sweeping, and hoovering tasks daily.
- Emptied bins and managed correct waste disposal, keeping workplaces hygienic for staff.
- Kept kitchens sanitary and hygienic by deep cleaning floors, worktops and preparation tables.
- Followed sanitisation, health and hygiene regulations.
- Carried out cleaning tasks as instructed within tight timeframes and to high-quality standards.
- Stored chemicals safely, following written instructions and SOPs for individual chemicals.
- Communicated regularly with supervisors and managers to obtain feedback on quality, service and care.