**Curriculum Vitae**

**Charlene Walsh**

**Address**: Fermoyle, Costello, Co. Galway

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**Email**: charlenewalsh4@gmail.com

**Education:** Corporate Law, High 2.1 Degree

 National University of Ireland, Galway 2009-2012

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| --- | --- | --- | --- | --- | --- |
| **First Year** | % | **Second Year** | % | **Third Year**  | **%** |
|  Accounting | 50 | Business Finance | 46 | Banking Law | 68 |
| Contract  | 47 | Commercial Law | 55 | Cross Cultural Management | 60 |
| Economics | 52 | Company Law I | 44 | Employment relations | 68 |
| Irish Legal Systems | 60 | Company II | 60 | Environmental Law I | 70 |
| Legal Methods and Research | 42 | Constitutional Law I  | 45 | Environmental Law II | 68 |
| Management Information Systems | 62 | Constitutional Law II | 63 | Industrial and Intellectual Property Law | 60 |
| Tort | 54 | European Union Law I | 55 | International Business Law | 65 |
|  |  | European Union Law II | 64 | Information Technology Law | 65 |
|  |  | Essay | 65 | International Trade Law | 67 |
|  |  | Management of Organisational Change | 63 | Legal & Business Ethics | 67 |
|  |  | Management | 65 | Labour Law I | 64 |
|  |  | MarketingPrinciples | 55 | Labour Law II | 57 |

**Postgraduate:** LLB, Received high 2.1 Degree

 National University of Ireland, Galway 2012-2013

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| --- | --- |
| Criminal Law | 53% |
| Equity I | 68% |
| Equity II | 63% |
| Essay  | 60% |
| Evidence  | 63% |
| Family Law | 65% |
| Land Law I | 65% |
| Land Law II | 63% |

**Work Experience:**

**Employer:** Horan & Son Solicitors

 23 Eyre Square, Galway

**Position:** Legal Assistant

**Period:** August 2014 – Present

**Responsibilities:**

* As previously mentioned in this application I am responsible for effective procedure and document preparation in the areas of personal injury litigation and Insurance law.
* I am the lead person on the perusal of discovery documentation. I am responsible for setting up settlement negotiations and preparing briefs for counsel. My other responsibilities include the duties of telephone, organizing meetings and general advising.
* The core values implemented in Horan & Son are similar to those of Byrne Wallace. These include excellent client service, expertise and continuous innovation in each of our practice areas.
* All of my responsibilities carry a high level of accuracy, attention to detail and ability to work on my own initiative. The above responsibilities have thought me to deliver commercially informed and solution focused advice of the highest quality.

**Employer:** Dunnes Stores,

 Westside, Galway

**Position:** Customer Service Assistant

**Period:** May 2013 – August 2014

**Responsibilities:**

* I was initially hired to work on the tills in the grocery department. However, quite quickly I was promoted to the customer service desk due to my ability to deal with customers in an efficient and timely manner.
* My main responsibilities involved dealing with customer complaints and providing the necessary remedies. My other responsibilities included the duties of telephone and ensuring that the cash safe was balanced at certain intervals during the shift.
* The experience gained in this role is relevant to Byrne Wallace particularly due to the excellent level of client service expected from your firm. I believe one of the most important traits any solicitor must have is to be able to communicate effectively with not only clients but with co workers. During my time in Dunnes Stores I spent my days often dealing with irate customers or difficult situations. I genuinely believe that the experience I gained in that position will stand to me as I progress along this career path.

**Employer:** Supermacs

 Eyre Square, Galway

**Position:** Till Operator

**Period:** September 2012 – May 2013

**Responsibilities:**

* Communicating with and serving customers behind the till.
* It was great experience with regard to working in a very fast paced environment, evolving to working for long periods and working as part of a large team.
* As a result of the position I developed time management skills, organisational skills and it helped me enhance my communication skills. Particularly as I worked in the position full time during my postgraduate studies.

**Employer:** Bubba Gump,

 Chicago, Illinois, USA

**Position:** Bartender

**Period:** May 2012 – August 2012

**Responsibilities:**

* I went on the J1 experience and spent the summer of 2012 in Chicago. It was one of the most beneficial experiences I have had to date.
* I was working in a bar and was immediately thrown into the deep end especially considering I did not have any previous bartending experience.
* It was a very fast paced environment but thoroughly enjoyable and I loved meeting new characters everyday.

**Employer:** Newlook Retail,

 Knocknacarra, Galway

**Position:** Sales Assistant

**Period:** September 2011 – May 2012

**Responsibilities:**

* My main duties included serving customers behind the till, keeping accurate stock lists and merchandising the shop floor.
* We were encouraged to work as a team yet use our own initiative to ensure that the stock was displayed in the best possible manner to show case same and compete with our competitors.
* Pushing sales and making targets was the fundamental element to the role and I achieved, if not surpassed my targets monthly.

**Skills:**

* Excellent team working and communication skills due to both previous employment roles and my academic qualifications.
* I have been complimented on numerous occasions on my attention to detail, thriving on pressure and my ability to carry out any roles to the highest standard.
* Extremely organized and effective time management skills.

**Referees:** Available on request