Ciara Walsh

1 The Locks, Charlotte Quay, Grand Canal Dock, Dublin 4| Ciarawalsh5699@gmail.com |

| (083) 172 2286 | www.linkedin.com/in/ciara-walsh5/

**Education**

**MSc Environmental & Climate Change Law | September 2023-August 2024 | University College Dublin**

* Graduated with First Class Honours (GPA 3.71)
* This interdisciplinary programme advanced my knowledge on environmental, planning and climate change law, further strengthened my legal research and writing skills and provided me with an introduction to the fields of urban planning and ecology. I received A- grades on all legal modules. As part of the MSc programme, I wrote my dissertation on the Nitrates Directive in Ireland.

**Bachelor of Business and Law | 2018-2022 | University College Dublin**

* Graduated with Second class honours, Grade 1 (GPA of 3.58).
* The degree combines the analytical and advocacy skills that arise from legal training, with the numeracy and financial literacy of a business degree. Completed modules in areas of business such as strategy, marketing and finance and a range of commercial and civil law modules.

**Relevant Experience**

**Legal Assistant – F.H. O’Reilly & Co. Solicitors, Phibsborough, Dublin 7 (August 2024- Present)**

* Assisting solicitor with administrative duties in the areas of litigation, conveyancing, and probate. Communicating with clients, providing updates on the progress of cases. Drafting and proofreading letters and legal documents. Creating and maintaining case files. Organisation of solicitor’s calendar and setting appointments with clients. Legal and background research as required. Screening and directing priority inbound communication.

**Head Receptionist – Abbeyleix Manor Hotel, Laois (August 2023–August 2024)**

* Main duties included coordination of hotel’s events calendar, managing corporate event and accommodation bookings, end to end customer service for hotel guests, answering all guest queries by telephone and email, daily bookkeeping, filing and co-ordinating and acting as a point of communication between all staff departments.

**UCD Environmental Moot Court– Comparative Case Study & Presentation to the European Commission (January 2024–June 2024)**

* Completed an Environmental Moot court module as a part of the MSc programme, where my team and I were tasked with preparing written and oral submissions representing a fictitious NGO, having been briefed on a case study relating to the Nitrates Directive. The moot court was held before a Judge of the General Court of the European Union, and my team received an A- grade on our submissions. We were subsequently invited to compare our case outcomes with other European universities and to present to the staff of the DG Environment of the European Commission in Brussels.

**Corporate Receptionist – Winten Property Group, North Sydney, Australia (October 2022 –April 2023)**

* Coordinating and setting up internal meetings, greeting external guests, operating the main switchboard, answering all incoming phone calls, and handling incoming post for a leading property development company in Sydney, Australia. Kept detailed records of all interactions from phone calls, emails, and visitors.

**Customer Service Assistant- Argos (July 2017 - Feb 2022)**

* Management received written communications from customers highly praising my customer service skills. Wellbeing representative for the store. Assisted with on boarding of new employees.

### **Project Leader for Digital for Youth (March 2020-Sep 2022)**

* Managing the headline project of Enactus UCD. Enactus is a global organisation that facilitates university students creating and implementing community empowered projects. Digital for Youth was an educational programme designed to develop TY students’ digital skills. The role developed my entrepreneurial and leadership skills.

**Internship with Mercy Law Resource Centre (2020)**

* Completed an internship programme with MLRC, an independent charity that provides free legal advice to individual clients in social housing and welfare law. Compiled reports on areas of concern to present to the head solicitors. Assisted with the development and curation of the social media accounts. Compiled statistics for the annual report.

**McCann FitzGerald Solicitors’ Negotiation Competition (2019)**

* Reached the semi-finals in a competitive university competition scoring the second highest overall points in the semi-finals. A valuable high-pressure learning experience which assessed skills such as communication, teamwork, articulation, clarity of argument, critical thinking, and resilience.

**Student Legal Service (2019)**

* Legal information volunteer. Completed training course comprised of four sessions. Tasked with writing up a report following a client interview. Researched and compiled a student focused report on landlords’ obligations and tenants’ rights.

**Head Girl of Mountrath Community School (2017)**

* Chosen by the principal and senior staff members during my final year to be Head Prefect of my secondary school of over 800 students. My role involved being a positive role model to other students, liaising with the principal on a weekly basis regarding issues facing the school community, delivering speeches at school events, and greeting external guests.

**Legal Work Experience Student – Ronan Daly Jermyn Glynn Solicitors, Galway (2014)**

* Assisted senior and junior solicitors with administrative tasks, daily filing using in house filing system, hand delivered documents to clients, proofread and prepared files and documents, and attended court with solicitors.

**Relevant skills/attributes**

**-**Legal Research

-Attention to detail

-Filing

-High level verbal and written communication skills

-Full Microsoft Suite proficiency

-Organizational skills

-Strong work ethic

**Hobbies & Interests**

* Passion for travelling. Have visited 16 countries, many solo and took a gap year to travel in 2018 and 2023.
* Keen interest in fitness, Pilates and running.
* Captained and played on several GAA teams at a local and county level.