DEMI WALSH



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An ambitious, focused and committed law graduate. Capable of working in a fast-paced environment and of meeting strict deadlines in a highly efficient manner. Able to work independently and as part of a team, while making valuable contributions to any workplace, thanks to my strong set of skills as outlined below. Currently seeking a traineeship in a challenging and stimulating environment that allows me to further pursue a legal career.

# Education

# First Part (FE-1) Examinations | Law Society of Ireland March 2021 - October 2023Bachelor of Law (LLB) | University of GalwaySeptember 2019 - May 2020Bachelor of Arts (Law & Economics) | University of GalwaySeptember 2016 - May 2019Leaving Certificate| Ballyhaunis Community SchoolSeptember 2020 - June 2015

# Skills

* Communication
* Extremely Hard Working
* A Real Interest in the Law
* Confidence & Enthusiasm
* Trust & Integrity
* Interpersonal Skills & Teamwork
* Well Organised & Reliable
* Legal Research & Legal Writing

# Interests

* Matheson Virtual Experience Program Participant 2023
* Previously involved with many University Societies, such as Law Society, Literacy & Debating Society, and FLAC Society
* Volunteered for many Charities, such as Down Syndrome Ireland, Pieta House, Simon Community and Mayo SPCA
* Previous Member of NUI Galway’s Hockey Team, Ballyhaunis Ladies GAA Football Team & Association, and Claremorris Swim Team

# Employment Experience

Orlaith J. Byrne & Co | 81 Eccles Street, Phibsborough, Dublin 7

Legal Secretary

March 2024 - Present

* Preparing, typing and filing legal documents, such as wills, contracts, and briefs
* Managing correspondence and responding to clients enquiries
* Organising diaries, scheduling appointments and arranging meetings
* Audio typing from dictation, transcribing interviews, and conducting legal research
* Gathering information for cases, such as accident reports and medical reports
* Accompanying solicitors to court

National University of Galway | University Road, Galway

## Tutor

September 2010 - May 2022

* Working with students to help them understand module content
* Participating and fueling students discussions
* Reviewing topics covered in lectures
* Providing support during examinations and assisting with queries or problems
* Creating outlines and teaching learning methods
* Maintaining an excellent knowledge of the subject being taught

Next | Gateway West Retail Park, Galway

## Administrative Assistant

April 2017 – October 2017

* Providing administrative support to ensure efficient office operations
* Managing and maintaining administrative files and records
* Payroll processing and assisting with the preparation of financial documents
* Answering and directing phone calls and emails
* Ordering and maintaining office supplies and inventory