

**Eimear O'Leary**  
Killoran, Cross Avenue, Blackrock, Co. Dublin  
eimearoleary12@gmail.com  
086 212 8184

### PERSONAL DETAILS

Final year Business and Law student at the University College of Dublin. Have a current GPA of 3.33 and a predicted 2.1 degree. I am interested in pursuing a career as a solicitor in ByrneWallace and currently seeking a training contract.

### EDUCATION

University College Dublin – Business and Law – 2013-2017

- 3.33 GPA and a predicted 2.1 degree.
- 'A' grades in Company Law, EU Law, Property Law and Criminal Law.

University of Queensland, Australia – Business and Law – February 2016 – June 2016

- Awarded a place on the UCD Study Abroad Program.
- Based on academic performance and college involvement.
- The TC Beirne School of Law is ranked in the top 50 Law Schools worldwide.

Mount Anville Secondary School – 2007 – 2013

- 530 Leaving Certificate Points including an A1 in English.
- Received the Mount Anville Merit Award twice.

### RELATED EXPERIENCE

Anthony Joyce & Co. Solicitors – Summer 2013

- Eight-week internship in Conveyancing and Bankruptcy.
- Worked as an integral part of a team in various legal projects.
- Collated background information for cases by communicating with clients and financial institutions. Prepared case files and presented results to team, fielding any queries and checking and discrepancies.
- Developed and implemented an organisation system to store information into an easy to use and convenient way that could be used for future cases.

### OTHER EXPERIENCE

The Old Punchbowl – Bar Staff – July 2016- August 2016

- Took orders and served food and drink for large tour groups, facilitating any special requests and ensuring all customers had a positive experience.
- Presented tourist information and dealt with customer queries and resolving complaints quickly and professionally.

ARAMARK Vancouver, Canada – Server/Cashier - Summer 2014

- Took orders and prepared food and drinks during games at the Nat Bailey Baseball Stadium
- Entrusted to count the cash registers after each game and inventoried the remaining stock.
- Promoted to a server in the VIP section.

Fitzzone, West Wood Club – Party Host – January 2014 – May 2015

- Hosted parties with up to 25 children.
- Organised games, sports, and dance party activities and served meals.
- Adapted plans quickly to cater for different party needs and reassured anxious children or parents displaying creativity and initiative.
- Worked flexibly and managed to schedule effectively.

## SKILLS

### Communication

- Regularly present to peers and teaching staff during college projects, responding to any queries raised and receiving excellent feedback.

### Professionalism

- Actively developed my professionalism skills while in college by participating in Mooting competitions in a simulated court room environment and formal Negotiation competitions. Required a high standard of work and attention to detail, public speaking with authority and conviction, and respectfully interacted with ‘our clients’ and ‘opposing counsel’, observing legal mannerisms.

### Teamwork

- UCD Student Legal Service Committee member. Worked hard to meet all personal and organisation goals and support team members using excellent communication and negotiation skills to secure sufficient sponsorship from various companies.

### IT

- Completed many business modules requiring proficiency in IT primarily for analytical and investigative purposes using Microsoft Access, Microsoft Excel, and Bloomberg terminals. I also hold a European Computer Driving Licence (ECDL).

## INTERESTS & ACHIEVEMENTS

### Academic

- Semi-finalist in the UCD SLS Formal Negotiation Competition (2015/2016). Currently competing in the 2016/2017 competition.
- Quarter-finalist in the James Joyce Maidens Debating Competition (2014/15).
- Participated in the UCD Cecil Lavery Mooting Competition (2014/2015).
- Runner-up in KPMG Tax Consulting Competition (2016/2017)

### Sport

- Tag Rugby with classmates and playing in the UCD League.
- Netball with the UCD Netball Society.
- Gym several times a week.
- Captain of my Hockey team while in school, participating in the Leinster Schools Cup.
- Captain of my Tennis team while in school, making it to the finals in our league.

### Volunteering

- Elected to the UCD Netball Committee as Public Relations Officer (2016/2017).
- Served as the Sponsorship Officer for the UCD Student Legal Service (2014/2015).

- Volunteered in my local youth club while completing the Gasice program.

References available upon request.