**Curriculum Vitae**

**Name:** Elaine O’Sullivan

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Dublin 6W

**Date of Birth**: 6th September 1994

**Education:**

**2007-2013**

**Post-Primary:** Our Lady’s School, Templeogue Road, Terenure, Dublin 6W.

**2013-2017**

**Third-Level**: Trinity College Dublin.

I am currently in my third year of a Bachelor in Laws (LL.B.) undergraduate degree. I maintain a 2.1 grade average.

**University Results**

**First Year (2013/14) Second Year (2014/15)**

|  |  |
| --- | --- |
| **Module** | **Grade** |
| Land Law | 68% |
| Administrative Law | 67% |
| Constitutional Law 2 | 65% |
| Equity | 68% |
| Private Law Remedies | 66% |
| European Union Law | 66% |
| ***Average/Overall Grade*** | **67% (2.1)** |
| Class Ranking | **18/99** |

|  |  |
| --- | --- |
| **Module** | **Grade** |
| Irish Legal System | 65% |
| Constitutional Law 1 | 57% |
| Tort Law | 67% |
| Criminal Law | 61% |
| Contract Law | 62% |
| Legislation and Regulation | 72% |
| ***Average/Overall Grade*** | **64% (2.1)** |
| Class Ranking | **21/98** |

**Work Experience**

**September 2014 – present**

**S2S Student Mentoring & International Student Mentoring**

For the past two academic years I have volunteered as a Student Mentor for Junior Freshman students in Trinity College Dublin as part of the S2S mentoring programme. This year, I was also selected to mentor a separate International Student group. Working with approximately fifty students, I am astutely aware of the need to respect each individual, to ensure inclusion and overall happiness within the college. I facilitate an induction and orientation programme, send out weekly communications to my group and coordinate regular meetups to assist with any personal or academic issues they may have. I think that my ability to work with others would position me well to be able to assist the variety of different clients the firm serves. I am driven to realise my full potential in this role and hope to apply for the additional position of Head Mentor in the coming academic year. This position involves the overall co-ordination of the mentoring programme within Law. I have been trained to a high level in planning, time management, leadership, teamwork, active listening and support. This skill set would be of enormous benefit to me in a commercial law environment. I believe my ability to work with and solve the problems of an array of individuals would be of great benefit to ByrneWallace; not only would this facilitate a cohesive workplace but would also greatly contribute to the quality of service provided to Irish and international clients. I find this position immensely fulfilling and I am proud that I serve the college as much as I serve my mentees.

**July 2011 - 2013**

**Ballyroan Summer Camp - Registration Co-ordinator**

Having worked previously with the Summer Camp as an Assistant Coach I was promoted to the role of Registration Co-ordinator. I took sole charge of recording all the registrations and income for the Summer Camp. I developed a spreadsheet to keep track of the details of the children registered and the camp finances. This involved handling large amounts of cash, preparing bank lodgements and settling accounts. I had to provide effective solutions to any problems which arose during registration, no more so than I would have to work to effectively achieve the business objectives of the clients in ByrneWallace. As I was privy to the personal details of those registered, the utmost discretion was required. I believe my ability to effectively deal with private information would greatly suit my work in the firm; ensuring clients feel valued and supported. I had to work efficiently and effectively to meet deadlines in an organised manner. These skills would translate well into my work within ByrneWallace, as my ability to produce a high standard of work within a specific time frame would be conducive to the overall productivity expected of such a prestigious law firm. I was keenly aware that I was working as part of a larger team in the Summer Camp and to ensure the smooth functioning of the camp I needed to work with my colleagues to provide the highest standard of service and satisfaction amongst parents and children alike. I think my ability to work efficiently as part of a team would position me well to work in a fast-paced commercial law firm environment.

**References available from:**

**S2S Mentoring Programme**: **Academic Reference:**

Ms. Ralph Armstrong-Astley Dr. Caoimhín MacMaoláin

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