

Elaine Cully
8 Charleston Avenue, Ranelagh, Dublin 8

Email: elainecully7@gmail.com

Mob: 087 3881189

Personal Profile:

A highly ambitious and motivated young professional with the ability to adapt and learn quickly. Exceptional organisational and analytical skills with a keen eye for detail. Previous experience working in a fast paced corporate law firm.

Education:

FE1 Examinations

Exams Passed: *Contract Law, Criminal Law and Company Law*

Exam Results Pending: *Constitutional Law, Property Law, Law of Equity & Trusts and Law of Tort*

**Bachelor of Law and French (2H1)
2016**

Sept 2012 – Jun

University College Cork

Subjects: Introduction to Legal Systems, Constitutional Law, Criminal Law, Law of Contract, Introduction to French Studies, Law of Property, Law of Torts, Law of the European Union, Advanced French Language, Elements of French Civil Law, Company Law, Public International Law, Employment Law, Equity and Trusts Law, Language and Interpretation, Transfer of Meaning in Languages

Leaving Certificate (590 points)

Sept 2010 - Jun 2012

Cashel Community School

Subjects: Irish (A1), French (A1), Economics (A1), History (A1), English (A2), Mathematics (B3), Biology (B3)

Skills Overview:

- High Proficiency in French Language (B2-C1 CEFR)
 - Outstanding Communication, Interpersonal and telephone and written correspondence skills have been developed through both professional and academic experiences.
 - Proficient IT Skills including; Powerpoint, Word & Excel.
 - Legal Report writing skills developed through both professional and academic experiences.
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Career History:

Flynn O'Driscoll, No. 1 Grant's Row, Lower Mount Street, Dublin 2

June 2016 - present

Position: Pre-trainee (Corporate Department)

Duties:

- Work closely with corporate partners and assist senior colleagues with all aspects of corporate and commercial law, including private equity and venture capital investments, restructuring transactions, mergers, acquisitions, shareholder matters and disposals.
- Assist and run with matters for start-up clients, including obtaining Enterprise Ireland funding and preparing initial commercial contracts such as Intellectual Property and Employment agreements.
- High client exposure through regularly attending client meetings and dealing with queries on a daily basis via email and telephone correspondence.
- Oversee company secretarial matters, including the preparation of annual returns and financial statements on behalf of clients.
- Regularly attend corporate networking events.
- Involved in a select group of employees to oversee the transition to a new IT system.
- Involved in a select group of employees to prepare precedent documents to be circulated firm-wide.
- Consistently meet Key Performance Indicator targets which are reviewed on a bi-annual basis.

Cook Medical, National Technology Park, Limerick

May 2015 – Aug 2015

Position: Summer Intern, Ethics and Compliance Team

Duties:

- Managing the compliance email inbox and dealing with queries from all over Europe in a timely manner.
- Drafting contracts on behalf of the company for healthcare professionals based across Europe.
- Ensuring compliance with relevant French legislation, submitting details of all dealings with French healthcare professionals to their governing body (Conseil de l'Ordre des Medecins).
- Carried out translation work – French documents to English, and vice-versa.
- Organisational skills developed as I worked on daily tasks alongside extensive projects
- Performed a cross-analysis of fees paid to different healthcare professionals by Cook Medical across different European countries for the provision of similar services.
- Implemented a project working with third party distributors to ensure the distribution of Cook Medical's Code of Conduct and Best Practice Handbook.
- Developed analytical ability by reviewing annual records in order to compile relevant reports.
- Improved IT skills through daily use of Microsoft Office.

Brown Thomas, O'Connell Street, Limerick City

Jun 2014 – Aug 2014

Position: Sales Advisor – Ted Baker

Duties:

- Provided advice and guidance on product selection to customers in a confident manner
- Stock control and management
- Balancing cash registers and receipts
- Consistently met daily, weekly and monthly sales targets.

River Island, Crescent Shopping Centre, Limerick City

Jul 2013 – Jan 2014

Position: Sales Advisor

Duties:

- Worked as part of a team of 30 and learned the value of strong team work.
- Daily delegation of responsibilities, including working at the cash register or within the shoe department.
- Provided customers with information on pricing and product availability
- Consistently met daily, weekly and monthly sales targets.

Daverns of Cashel, 51 Main Street, Cashel, Co. Tipperary

Jan 2011 – Jul 2013

Position: Sales Advisor

Duties:

- Provided excellent customer service in order to compete with larger retail outlets.
- Responsible for keeping merchandise orderly and neat in appearance.
- Processed cash and credit card transactions accurately and efficiently
- Processed deliveries and invoices.

Achievements:

- **ECDL**- Successfully completed all modules.
- **Entrance Scholarship to UCC**- Received on the basis of my achievements in the Leaving Certificate.
- **Class Award**- Received this award in 5th Year based on leadership shown amongst my peers.
- **Full Attendance Award**- Received a Full Attendance award during 5th Year in Secondary School.

Interests and Hobbies:

- **Fitness**
- **Reading** - Keen reader, especially of fiction and historical books.
- **Travelling** - Spent a year on Erasmus in France. Enjoy experiencing different cultures from the world certainly increased.
- **Passion for Law**
- **Corporate Social Responsibility** - As a passionate reader, I oversee a Reading Club within my workplace whereby employees attend a primary school in a disadvantaged area to read with the pupils on a weekly basis.

References Available on Request

