

Elanna Dunleavy

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Profile

- Business & Law Graduate, achieving a first-class honours.
- Proven team player that effectively builds strong working relationships with all co-workers and supervisors.
- Excellent IT and Microsoft skills.
- Detail orientated with ability to effectively organise.

Education

2019-2021: FE-1 Examinations - The Law Society of Ireland

- Contract Law60%
- Constitutional Law64%
- Company Law57%
- Tort Law54%
- Property Law50%
- Equity & Trust Law59%
- European Union Law60%
- Criminal Law61%

2015-2019: Undergraduate degree - Dublin Institute of Technology

- Bachelor of Science (Hons) Business and Law - 1.1

Final Year Dissertation

'Intellectual Property or Monopoly' a study into the utilisation of patents in the European Pharmaceutical Industry. (Grade: 1.1)

2009-2015: Secondary Education - St Colmcilles Community School, Knocklyon.

- **2015 - Leaving certificate:** 480 points.
- **Young Social Innovators (YSI)** Participating in empowering projects which tackled social issues and finding innovative solutions to bring about positive social change.

Experience

2016-2020 : Part Time Interior Consultant at Harry Corry, Rathfarnham, Dublin 14

- Liaising with customers and offering solutions to their individual needs.
- Assisting with continuous streamlining of store processes and procedures.
- Executing administrative duties in accordance to established GDPR policy.
- Training new staff members on various procedures and protocols.
- Working collectively with fellow colleagues in a busy environment.
- Responding to telephone queries in a professional manner.

2013 : Administrative Assistant: Tourism Ireland, Redmond's Hill, Dublin 2

- Assisting with 'The Gathering 2013' project in conjunction with Fáilte Ireland.
- Rotating between the marketing, finance and IT department .
- Completing any administrative duties required.
- Carrying out required filing in a systematic manner.
- Organising incoming post and scanning copies of documents.
- Responding professionally to any general public queries via telephone and email.
- Attending company meetings and taking minutes.

Certifications

European Computer Driving Licence (ECDL)

- Confident and proficient in the use of all Microsoft Office programmes.

Matheson: Virtual Experience Programme Participant

- Completing various tasks in relation to legal drafting, research and analysis.
- Assessing compliance in relation to The Central Bank of Ireland's Codes of Conduct.
- Examining commercial contracts and Non-Disclosure Agreements (NDA's).
- Carrying out due diligence in relation to a proposed transaction.

Kennedys: Virtual Experience Programme Participant

- Developing legal analysis and drafting skills.
- Preparing a witness statement in relation to a litigation claim.
- Drafting legal memoranda for a potential client.

The Law Society of Ireland (MOOC): Environmental Law & Climate Change: Shaping a Greener Future

- Gaining an overview of the legal and ethical considerations within Environmental Law .
- An insight into Environmental litigation trends and the functioning of various Irish agencies such as Environmental Protection Agency (EPA).
- Discussing the legal ramifications in relation to the rapidly growing renewable energy sector.