

Eleanor Brennan



Address : 184 Dun Na Coiribe, Headford Road, Galway

DOB : 31/12/1997

Contact : 0879674161; eleanorbrennan971@gmail.com

LinkedIn: <https://www.linkedin.com/in/eleanor-brennan-853138162>

Personal Profile:

Final year Corporate Law student enrolled in NUI Galway. Has a strong passion for learning how the legal system works both in the civil and commercial fields. Eager to take on new challenges with a strong work ethic. Superb communication and interpersonal skills developed through legal internships and academic career, making a great candidate for both group work and personal performances. A very diligent and well-organised student with excellent writing skills who is always capable of getting her argument across on paper. An extremely self-motivated individual who enjoys setting goals to complete in specific timeframes. Works well under pressure as shown from the countless assignments completed in university and work experience to date.

A driven individual who is ready to dive into any challenge that allows her to use her legal knowledge and skills which will lead to opportunities for personal and professional growth.

Education:

2016 – 2020: Bachelor of Corporate Law, National University of Ireland, Galway

Currently on a **1:1 average** in my degree in modules that include;

1st year modules: Constitution, Tort and Contract Law, Management & Financial Accounting, Business Information Systems, Information Management for Business

2nd year modules: EU Law, Commercial Law, Company Law, Marketing Principles, Management, Macro & Micro Economics, Business Finance, Entrepreneurial Venture Development.

3rd year modules: Equity & Trusts, Land Law, Criminal Law, Applied Micro & Macro Economics, Alternative Dispute Resolution, Work in a Global Context, Consumer Behaviour Analysis.

Final Year modules: Evidence, Family Law, Industrial & Intellectual Property Law, Legal & Business Ethics, Moot Court, Global Marketing, Health & Safety Law, Employment Relations, Environmental Law.

2010 – 2016: Loreto College, Mullingar, Co. Westmeath

Leaving Certificate 2016: 460 Points

Mathematics (OL B1), English (HL A1), Irish (HL C1), Biology (HL D1), French (HL C1), Chemistry (HL D3), Home Economics (HL B1) and Agricultural Science (HL B2).

Work Experience:

October 2019 - Present

Work Experience at Greg Nolan Solicitors, 5 Sherwood Avenue, Galway.

Duties:

- Appearing in court with solicitors.

- Preparing case briefs for trials.
- Appearing in court with solicitors, on occasion appearing to the county registrar on behalf of the firm.
- Assisting with administrative work within the office.
- Getting documents stamped at the courthouse on behalf of solicitors.
- Organising files and briefs for upcoming cases.
- Meeting with barristers on behalf of the firm.

June - August 2019

Sales Assistant in COBS Bakery, Kerrisdale, Vancouver.

Duties:

- Had the responsibility of both opening and closing the bakery.
- Utilized strong interpersonal and communications skills to serve customers.
- Was given the responsibility of baking and decorating baked goods.
- Kept up with the fast pace environment and made sure to work efficiently as possible with my co-workers.
- Delivered baked goods to local businesses.

June - August 2018

Internship at HBMO Law Firm (formerly Noel Smyth & Partners), 12 Ely Place, Dublin.

Duties:

- Worked efficiently with co-workers when dealing with cases.
- Typing out legal letters on behalf of the firm.
- Assisted in administration work for the office
- Visited neighbouring law firms to organise mutual documents for the firm.
- Accompanied solicitors to the Four Courts for meetings with barristers and clients.
- Sat in on cases in the Four Courts to take notes on behalf of the solicitors.
- Brought documents to the Law Office on behalf of the firm.
- Sat in on client meetings & took minutes of said meetings.

Summers 2016 & 2017

Secretary, The Clinic Kinnegad, Co. Westmeath.

Duties:

- Ensured excellent levels of customer care.
- Training in new members of staff.
- Worked effectively with other team members to complete tasks at hand.
- Scheduling appointments and answering queries for patients via phone and fax.
- Printing prescriptions and handing them out to patients.
- Making sure all paperwork was organised and filed away correctly.
- Scanning important documents onto the clinic's system.

Hobbies/ Interests:

- Travelling: I have a huge passion for travelling and exploring the world; spending my summers away from university on expeditions such as inter-railing around Europe to working in Vancouver, Canada.
- I am an active member of the NUIG law society.
- I am currently volunteering for the Free Legal Advice Centre in my spare time.
- Reading: I am a keen reader and like to explore new titles in my spare time to keep my mind active.
- Watching Documentaries: I enjoy watching documentaries as a way to educate myself on the world around me. I particularly enjoy watching true crime documentaries.
- Staying Fit: I go to the gym six days a week, to keep both my body and mind healthy.

Skills/ Qualities:

- Communication: Excellent written and oral communication skills developed through researching, writing essays and working in groups for assignments throughout my degree so far.
- Teamwork: Proven ability to work as part of a team demonstrated through involvement in group projects and team assignments that I completed during my degree to date. I have worked well alongside my colleagues while in my part-time jobs and interning.
- Leadership: I can control a situation and become a task leader when working with peers in university. I have had the responsibility of training in and mentor new staff as part of my job in the Clinic; showing them the standards that are expected and how to provide the best possible service to patients.
- Time Management: Proven ability to work well under pressure to meet crucial deadlines whilst at university and during my internship. My internship pronounced the importance of strong time management skills and how vital it can be to prioritise tasks.
- Proficient in Microsoft Office including Excel and Powerpoint.

Qualifications & Achievements

- Awarded the “Employability Award” in NUIG which exhibits my skills and experience to show that I am a capable worker.
- Completed the “Seas Suas” programme, an initiative aimed to encourage students to be proactive in helping fellow students.
- Completed both the Bronze and Silver Gaisce Awards in my final years of secondary school, being appointed team leader on our trip away.
- Awarded for “Best Attendance” during my years in secondary school.

References

- Dr Thomas Moore, General Practitioner at the Clinic Kinnegad, (044) 937 4120
- Hugh O’Neill, Partner at HBMO Solicitors, hon@hbmo.ie