**Elise O’Neill**

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**Profile**

Self-motivated 2:1 LLB Law Plus Psychology student seeking a Summer Internship Position which will utilise the organisational and communication skills I have developed through my varied work experience in law, financial services and the retail industry. Throughout my degree I have successfully combined my education with work and extra-curricular activities proving my organisational and communication skills.

**Education**

**2013-2017** LLB Law Plus Psychology, University of Limerick

**2007- 2013** Mercy Heights, Skibbereen, Co. Cork

**Professional Experience**

**June 2015 – December 2015** **Reconciliations Analyst at Northern Trust Limerick**

* Communicated with internal teams to ensure all reconciliations breaks were cleared in an efficient and timely manner
* Responsible for ensuring that the reconciliations team mailbox was kept up to date and that all emails were responded to and filed
* Submitted daily reports giving details of outstanding subscriptions
* Trained new employees
* Monitored and assisted on any reconciliations queries and liaised with other departments where necessary
* Worked with the management on any allocated projects and participated in a group project which I presented to Northern Trust’s Country Head

**Other Work Experience**

**January 2016**   **Legal Intern O’Donovan Murphy Solicitors, Bantry, Co. Cork**

* Provided assistance to conveyancing and property solicitor
* Attendance at many cases in Bantry District Court
* Responsible for opening new client files
* Sat in client meetings, observing the procedural aspects of the law and learning the correct manner with which clients should be treated
* Reviewed legal documents such as Power of Attorney, Title Deeds and Affidavits to ensure proper format and inclusion of all necessary paperwork for court acceptance

**Sept 2010- Present** **Junior Manager at Pierce Hickey Limited, Main Street, Skibbereen**

* Work on the tills and shop floor
* Deal with enquiries and complaints and monitor customer service
* Create the work rota for employees on a weekly basis
* Train new employees
* Responsible for opening and closing the shop at weekends

**November 2012** **Legal Intern Shane McCarthy Solicitors, Skibbereen, Co. Cork**

* Worked in the family law department as part of my secondary school work placement
* Attendance at Skibbereen District Court.
* Drafting and sending correspondence to clients, businesses, other law firms
* General administrative work

**November 2009-December 2009** **Worked as an elf at Winter Wonderland, Skibbereen**

* Took families on tour of Winter Wonderland
* Entertained children

**Achievements**

* **Volunteered at Tír na nÓg Orphanage, Boman'gombe, Tanzania**  Fundraised €2000 for Tír na nÓg Orphanage by organising a cake sale, flag day and concert. Volunteered in the orphanage for a month and taught English and Maths to students at the orphanage
* **Recipient of the Mercy Heights Group Voluntary Work Award**

Involved in a group that painted old buildings in our local town and constructed a hoarding with a mural to hide an abandoned building site

* **Winner of the All-Ireland Briary Gap Drama Competition**

Narrator and took part in solo singing in the winning Mercy Heights production

* **Mini-Marathon relay for the Irish Cancer Association**

Completed Cork’s Mini-Marathon Relay

* **Winner of All-Ireland Solo Singing in Scór Na nÓg**

Took part in solo-singing and ballad groups in both Scór Na nÓg and Scór Na bPaistí

**Hobbies/ Voluntary Interests**

* Current class representative for Law Plus, which involves periodically meeting with lecturers and course coordinators to provide feedback on, and suggest enhancement to, course modules
* Conference coordinator of UL Law Society. Active member since first year
* Captain of Ilen Rovers U18 Ladies Football team
* Enthusiastic about all forms of music including the guitar and traditional Irish music

**Additional Information**

* Trained in first aid
* Full driving license
* Proficient in MS Excel, Word and PowerPoint

**References**

References available on request