Ella Sheridan

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**Education:** National University of Ireland, Galway

**2017 – 2021:** Undergraduate: Bachelor of Corporate Law (Law & Business) NUI Galway

**Grade:** First Class Honours (1.1) Graduated First Place in my class.

**Work Experience:**

**February 2023 – Present, 1 year, 9 months:** Legal Secretary at Damien Tansey Solicitors LLP, 4 Herbert Street, Dublin 2.

- Drafting Affidavits.

- Attending settlement meetings.

- Creating briefs for court and counsel.

- Drafting Schedules of Special Damages.

- Dictation work; Solicitors dictate letters as well as telephone conversations and

in person consultations with clients and contacts for me to type.

- Sending correspondence such as letters and emails on behalf of Partners/Solicitors to

clients, agents & counsel.

- Communicating with clients such as answering any queries they may have, responding to

their emails and taking their phone calls.

- Filing documents onto the firm’s system.

- Drafting Bills of Costs.

- Collecting & Dropping off DX.

- Opening new client files.

- Sorting medical records.

- Training interns.

- Covering reception area when necessary.

- Memorandums.

**November 2022 – February 2023, 4 months:** Sales Supervisor at Michael Kors, Dundrum, Co. Dublin.

* Monitoring CRM and sales figures.
* Responsible for monitoring and training associates.
* Key holder for store, responsible for opening and closing store.
* Analysing store performance.
* Motivate the team to hit both individual and store targets.

**January 2022 – November 2022, 11 months:** Legal Intern at Philip Lee LLP, Co. Dublin.

* Sat seats in Corporate, Healthcare Litigation, Competition & EU and Media Departments.
* Legal research and assistance.
* Court attendances and note taking.
* Document preparation and analysis.
* Central Office filings.
* Contract Drafting.

**August 2021– January 2022, 6 months:** Sales Associate at Prada Retail Group, Brown Thomas Dublin.

* Worked for an international fashion brand providing top customer service in one of Ireland’s largest department stores.
* Responsible for gaining and retaining my own clients.
* Maintaining floor standards, organising stock.
* Worked as part of a team to hit weekly and monthly targets.
* Sent daily emails to head office about how the store performed during the day.

**June 2021 – August 2021, 3 months:** Summer Intern at Philip Lee LLP.

* Summer intern in Media department of Philip Lee LLP.
* Following a successful assessment I was offered a full time position.

**February 2021 – April 2021, 3 months:** Legal Intern at Macguill & Company, Co. Louth.

* Remote placement one day a week where I shadowed the managing partner of the firm, Senior Counsel, and former CCBE President, James Macguill.
* Assisted in client meetings.
* Attended Supreme Court and Court of Appeal.

**November 2018 – June 2021, 2 Years, 8 months:** Style Advisor and Sales Associate

Mint Velvet Concession, Brown Thomas, William Street, County Galway.

* Worked for the second highest performing womenswear brand in Brown Thomas Galway whilst I completed my undergraduate degree.
* Organised appointments with clients.
* Performed over the phone sales, and ordered in pieces for customers.

**October 2019 – March 2020, 6 Months:** Céim Student Leader & Mentor at NUI Galway.

* After a competitive recruitment process, I was selected to be a leader and mentor to first year students. CÉIM (PASS, PAL in UK) is an academic peer support system for first year students at NUI Galway.
* I held an hour session per week with a group of 30 first year law students alongside two fellow leaders. We helped the students to develop independent learning skills and gain a greater understanding of coursework.
* This role involved much innovation, communication, and teamwork. My leadership skills shone through as a result and I was impressed by my ability to work so well within a team.

**October 2017 – October 2018, 1 Year:** Supermac’s Crew Member, County Mayo.

* Served as sale staff in a fast-paced food environment located in one of Ireland’s busiest gas stations.

**Achievements:**

* **Graduated 1st place in my class.**
* **Awarded a First Class Honours Corporate Law Degree.**
* **Ranked 2nd in my class for the year 2019/20:** Second best overall grade out of the 3rd Year NUIG Corporate Law Class of 2019/20.
* **Awarded 2020** **Employability Award by NUI Galwa**y.
* **Awarded NUI Galway Presidential Award 2020.**
* Participated in Irish Life’s Dublin half marathon 2024.
* **Obtained a certificate from Seas Suas** in 2018 for their ‘Health and Wellbeing’ Training Programme. This training was focused primarily on Mental Health.
* **Voted by my peers for two years running to serve our Foróige (youth) club as the club secretary.** For this role it was my job to record the minutes during all meetings held in relation to the Foróige.

Each year I would also attend annual regional conferences which consisted of meeting with committee members from other Foróige clubs and working together to create new ideas on how to improve our clubs and make them a more enjoyable place for members.

**References available upon request.**