**Curriculum Vitae**

**Ellen Foley**

Ballyanrahan

Patrickswell

Limerick

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**EDUCATION**

2014- 2018 University of Limerick, Castletroy, Limerick **Law Plus (LLB)**

2008 -2014 Laurel Hill Coláiste FCJ, Limerick, Ireland **Leaving Cert (6 honours)**

***WORK EXPERIENCE***

May 2017- Sept 2017 DANSKE BANK, IFSC, Dublin 1 **Administrative Legal Assistant**

*5 months*

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| * I was asked to return Danske Bank after my college placement and upon my return I was given significantly more responsibility in my role. * My legal department work included keeping record of when collateral bags were received and sent back to our storage facilities, drafting letters to external solicitors, directly liaising with external firms to organise the return of collateral bags, and I was the sole legal liaison with our storage facilities and our branch in Belfast. * I was also tasked with work from the projects team and I was able to get more hands on with the current loan sale which Danske bank is running. * I was involved in the audit and bidders due diligence process where I aided in the scheduling and organising of documents. I also was called upon to assist the team in pulling documents from hundreds of collateral bags and ensuring that all the audit packs were ready for the team. This required a great deal of organisation and it allowed me to apply my time management skills and my ability to work under pressure to high quality. * My work with the legal department and the project team really lead to furthering my multitasking abilities and in these role I proved I could handle expectations from multiple departments and meet demands from multiple senior colleagues. |

May 2016- Jan 2017 DANSKE BANK, IFSC, Dublin 1

**Administrative Assistant (Co-Operative Placement)**

*9 months*

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|  | During my college placement in Danske Bank I was given many administrative tasks. |
|  | I was in charge of organizing the collection and delivery of title deeds and files. I had to keep a very organized catalogue of the movement of these documents and also where each file and collateral bag was being held in the office. |
|  | I also was in charge of drafting any Schedules and Accountable Trust Receipts. |
|  | I worked on a collateral project which involved researching the historical deeds that were held by a number of external firms and helping to decide whether or not we can recall title deeds. |
|  | I carried out DSA request searches on behalf of the Legal Department. |
|  | Get documents executed- these documents included Settlement Agreements, Demand Letters, CRO forms and so forth. |

April 2015- Jan 2016 ADARE MANOR HOTEL, Adare, Co. Limerick

**Waitress**

*10 months*

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|  | I worked as a waitress in the five star award winning Oakroom restaurant. |
|  | I ensured that correct orders were taken and given to kitchen, special attention was given to any speciality dishes that were requested. I then ensured food orders were served at the table correctly. |
|  | I assisted the host or hostess by answering phone reservations, taking to-go orders and by greeting, seating and thanking guests. |
|  | I dealt directly with the guests to the Leading Hotels of the World standard and was able to grow my people skills. |
|  | It also allowed me to improve my teamwork skills and my ability to work quickly while still maintaining a high degree of quality in my work as would be expected in such a work environment |

Oct 2014- Jan 2015 BOOTS PHARMACY, Crescent Shopping Centre, Limerick

**Retail Assistant**

*4 months*

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|  | I was employed as a sales assistant in Boots Pharmacy during the busy Christmas period. This role include cashier work, promotion of the Boots’ customer store card and promotion of the Boot’s product offers. |
|  | In my final week I served the highest number of customers and sold over 8000 items. |
|  | During my first two weeks working in Boots, I signed up the highest number of new customers to the Boots’ customer store card. |
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| ***Skills:***  I am a driven and hardworking individual, conscientious and I always work with the client or customer in mind. I am a great time keeper, very organized and I thrive in a team. I am particularly good at laterally thinking to find a creative solution to a problem and working hard until a project is complete. I am also very good at meeting targets as can be seen in my work with Boots.  ***Extra-Curricular Activities:***   |  |  | | --- | --- | |  | Course representative on the University of Limerick Student’s Union for four consecutive years. | |  | Trained in First Aid with the Limerick Red Cross | |  | Trained in classical violin to Royal Academy of Music Grade 6 standard. Leader of the Limerick School of Music orchestra for a year and member of Limerick School of Music orchestra for 12 years. | |  | Took part in orientation guides program for UL in September 2015. | |  | In Laurel Hill Coláiste I was a member of our school choir and a member of the school’s orchestra. I was also my class representative on the school’s student council and class prefect for my 6th year class. |   ***Technical Skills:*** Word, Outlook, Powerpoint, MacOS and Windows. |





**Referees:**

**Michael Leonard**

Head of Asset Realisation

Danske Bank

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**Rachael Keane**

Head of Legal

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**Claire Brett**

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**Fiona Harris**

Store Manager

Boots Store

Crescent Shopping Centre

Limerick

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**Jackie Britton**

PA to the General Manager

Adare Manor

Adare

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