

Curriculum Vitae

Ellen Foley LLB

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EDUCATION

- 2018-2020 FEI Qualified.
Eight exams passed.
Company Law, Constitutional Law, Contract Law, Criminal Law, Equity, EU Law, Property Law and Tort Law
- 2014 - 2018 University of Limerick, Castletroy, Limerick
Law Plus (LLB), 2.1 Degree (transcript available on request)
Nominated for Co-Operative Placement Award.
Final Year Project: An Analysis of Mortgagor and Mortgagee Rights in Ireland (A grade attained).
- 2008 -2014 Laurel Hill Coláiste FCJ, Limerick, Ireland
(Top rated secondary school in Ireland in the Irish Times ratings for the past seven years)
Leaving Cert (6 honours)

WORK EXPERIENCE

- Sept 2019- July 2020 BEAUCHAMPS, Riverside Two, Sir John Rogerson's Quay, Dublin 2
Legal Secretary
10 months
I supported a number of fee earners across four departments including banking, corporate and intellectual property including Shaun O'Shea, Maureen Daly, Daniel Cashman, Malachy Kearney, Seán O'Mhaoldomhnaigh, Damian Maloney, Kim McGrane, Deirdre Cahill, Gillian Hobbs, Mark Pery Knox Gore and Stephanie Reidy.
I worked closely with the partners in a variety of matters and gained hands-on experience in drafting letters and emails, working on a case management system, working on data rooms and carrying out research for due diligence for multiple transaction in the corporate department. I also added to my experience in interacting with clients, banks and Solicitors in other firms. This role also allowed me to build on my multitasking and organisational skills.
- June 2018 – Sept 2019 O'CALLAGHAN DALY SOLICITORS, Chandler House, Henry Street, Limerick
Legal Secretary
15 months
In this role I was the sole administrative support in a busy Limerick firm which practiced family law, personal injury law, probate and conveyancing. This position provided a great opportunity to get comprehensive and immersive legal experience in a range of fields. I had the opportunity to work on my multitasking skills, my communication skills and my ability to remain calm under pressure. I was involved in every step of a matter from organising client meetings to draft contracts for sale or court documents to drafting fee and monitoring the payment of fee notes.

May 2017- Sept 2017

DANSKE BANK, IFSC, Dublin 1

Administrative Legal Assistant

5 months

I was the only student from my year to be asked back to Danske Bank to work for the summer following my Co-operative Placement. Upon my return to Danske Bank I was given significantly more responsibility in a new role following Co-Operative Placement (see below).

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 the Danske Bank branch in Belfast.

I was also tasked with work from the Projects team and I gained valuable experience when I worked on the Danske Bank current loan sale process.

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 process required me to have excellent organisational skills, time management skills and the ability to work to a high quality under tight time constraints.

My work with the legal department and the project team gave me the opportunity to develop my multitasking skills and in this 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

During my Co-Operative placement in Danske Bank I was given responsibility for many administrative tasks. I was responsible for organising the collection and delivery of title deeds and files. I kept a controlled catalogue of the movement of these documents and also the location of each file and collateral bag within the office. I was also tasked with 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 I assisted with the decisions on whether or not Danske Bank could recall title deeds. I carried out DSA request searches on behalf of Danske Bank's Legal department.

April 2015- Jan 2016

ADARE MANOR HOTEL, Adare, Co. Limerick

Waitress

10 months

I worked as a waitress in the five-star award winning Oakroom restaurant in Adare Manor Hotel. 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 this experience allowed me to grow my people skills. It also allowed me to improve my teamwork and communication skills and also 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.

Skills:

I am a driven, hardworking and conscientious individual. I always work with the client or customer's requirements in mind. I am a great timekeeper, very organized and I thrive in a team setting. I am particularly good at laterally thinking to find creative and commercially focused solutions to problems and I work diligently until a project is completed. I meet all targets that are assigned to me as can be seen from my previous roles to date.

Extra-Curricular Activities and Interests:

- Peer elected course representative on the University of Limerick Student's Union for four consecutive years. In this role I advocated for my year on Student Union matters as well as liaising with lecturers and tutors on behalf of my peers. I greatly enjoyed advocating on behalf of my classmates and working as a member of the UL Student Union to find solutions to problems raised.
- 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.
- Intermediate in both French and Irish.
- I took part in the Orientation Guides program for UL in September 2015. In this role I introduced new students to the UL campus. I was extremely proud to represent UL on such an important day. I guided seven tours around campus and this experience also improved my public speaking and organizational skills
- 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: Advanced skills in Word, Outlook, Powerpoint, MacOS and Windows.

References on Request
