

ELLEN ASHE

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📍 Dublin, Ireland

EXPERIENCE

Highlife Ski & Snowboard

(Dec. 2019 – Mar. 2020)

Chalet Host

- This role involved managing a 12 person chalet in the French Alps, providing in-resort assistance and information to guests.
- Key to this role were communication and interpersonal skills, leadership and management, and attention to detail.

BHSM

(Aug. 2019 - Dec. 2019)

Legal Intern (Banking and Property)

- Main responsibilities included conducting legal research for ongoing team projects, preparing and drafting documents, liaising with clients, the CRO, and the Courts Service, and providing administrative support for conveyancing and banking transactions.
- Key to this role were IT skills in legal database software, commercial awareness, attention to detail, and time management.

Fitzpatrick Castle Hotel

(Sep. 2018 - Aug. 2019)

Receptionist

- This position involved dealing with guests, proficiency in booking management software, responding to internal and external queries (by phone and email), processing payments and invoices, and managing cash floats.
- Key to this role were teamwork and communication skills, the ability to adapt to different situations and respond to changing demands, and administrative and organisational skills.

EDUCATION

Law Society of Ireland

(2018 – 2019)

Postgraduate Diploma in Law - 1.1

- Integrated skill-building workshops in research, negotiation, presentation, and legal writing.
- Constitutional (76%); EU (76%); Property (73%); Company (72%); Criminal (72%); Contract (70%); Tort (70%); Equity (60%).

Trinity College Dublin

(2014 – 2018)

B.A. in European Studies - 1.1

- Received grade of 71% for final year dissertation and graduated with a distinction in spoken French.
- Multidisciplinary course with modules taken in French, Spanish, European Politics, Economics and History.
- Extra-curricular activities: Member of DU History and DU Europa Society; Human Rights Summer School Participant.

Université Paris Diderot

(2016 – 2017)

Erasmus Year (History and Politics)

- Compulsory part of undergraduate degree: All lectures, assignments and examinations carried out through French.

St. Joseph of Cluny Secondary School

(2008 – 2014)

Leaving Certificate - 570 points

- Awards for Academic, Endeavour, Studies, Public Speaking, Attendance, Art, and Gaisce (Bronze and Silver).
- Active member of student life: Senior Prefect; Student Council Member; Irish Debating Team Member.
- Mock European Parliament Representative; All-Ireland Linguistics Olympiad Finalist; Comhairle and Dáil na nÓg Member.

ACHIEVEMENTS

- C1 Advanced Level French and B2 Higher Intermediate Spanish.
- Fáilte Ireland Customer Service Excellence Training.
- Lifeguard training: Irish Water Rescue, Safety, Survival, and Life Support Skills.

VOLUNTEERING

- Plan International: volunteer work with WBC (wages donated to Plan International).
- Student 2 Student: peer mentor for incoming students at Trinity College Dublin.