**CURRICULUM VITAE**

Ellen D’Arcy

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**EDUCATION**

September 2014 – May 2018 University College Dublin

 Bachelor in Business and Law

 First Year Result; Second Class Honours, Grade 1

 Second Year Result; Second Class Honours, Grade 1

 Third Year Result; Second Class Honours, Grade 1

 Fourth Year Result; Second Class Honours, Grade 1

August 2008 – May 2014 Mount Anville Secondary School, Goatstown, Dublin 14

 Leaving Certificate 545 points

 English A2 History A2 Business A2

 Music A2 Mathematics B1 French B3

**EMPLOYMENT**

August 2014 – to date **Gleesons of Booterstown, Blackrock, Co. Dublin – Waitress**

* Welcome and seat customers upon arrival
* Take orders and serve food and drink
* Gauge customers’ needs and provide adequate service
* Train in new staff

June 2018 **William Fry, Grand Canal Square, Dublin 2 – Intern**

* Conducted due diligence and legal research
* Drafted various documents such as shareholder resolutions and company reports
* Checked condition precedents for transactions
* Attended workshops on drafting and researching skills

July 2017 **Davy, Dawson Street, Dublin 2 – Intern**

* Involved in the planning, organisation and execution of investor relation road shows
* Conducted research using various databases to find investors’ current assets under

 management and shareholdings

* Recorded minutes at Results-Day meeting for Irish publicly quoted company

June 2017 **AMOSS Solicitors, Mount Street Crescent, Dublin 2 – Intern**

* Drafted legal documents
* Conducted legal research and cross-referencing on current cases
* Dropped letters to various firms and clients
* Involved in the organisation of a FinTech event

June 2016 **Global Vision International, Luang Prabang, Laos – Volunteer**

* TEFL certification (Teaching English as a Foreign Language)
* Taught English to three classes daily which comprised of students of different ages and levels
* Adapted to a different culture and community

**SKILLS AND ACHIEVEMENTS**

Computer Proficient in Microsoft Word, Excel, PowerPoint and Access

Academic Awards Music Excellence Award, 2013 and 2014

 Merit Award, 2011 and 2012

Leadership Mount Anville Senior II Hockey Captain, 2013/14

 Blainroe Golf Club Junior Captain 2013

 School House Captain 2012 & 2013

Music Completion of the Royal Irish Academy of Music piano examinations with

 First Class Honours

An Gaisce Awarded for community involvement, skill development and physical recreation

**EXTRA-CURRICULAR ACTIVITIES AND INTERESTS**

* Interests include sport, music and travelling
* Completion of an Olympic Triathlon, August 2017
* Participant in the Dublin Women’s Mini Marathon June 2013, 2015, 2017 and 2018
* Captain and play with a mixed tag rugby team in UCD
* Represented Mount Anville Secondary School, Muckross Hockey Club and UCD Ladies’

 Hockey Club (1st/2nd teams)

* Performed in numerous plays and musicals in the Gaiety Theatre, the National Concert Hall

 and the Helix Theatre

* Represented Mount Anville in various choral competitions

**REFERENCES**

Brian Hutchinson John Gleeson

Lecturer Employer

School of Law, Gleesons of Booterstown,

UCD Sutherland School of Law, 44 Booterstown Ave,

Belfield, Blackrock,

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