**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

October 2018 Law Society of Ireland

FE1 Examinations

Company Law 71% European Union Law 66%

Criminal Law 64% The Law of Contract 62%

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**EMPLOYMENT**

August 2014 – November 2018 **Gleesons of Booterstown, Blackrock, Co. Dublin – Waitress**

* Welcomed and seated customers upon arrival
* Took orders for, and served, food and drinks
* Gauged customers’ needs in order to provide a high standard of service
* Learned how to deal with customer queries and complaints

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

* Conducted due diligence and legal research
* Drafted various documents including 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
* 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-referenced cases
* Dropped letters to, and communicated with, various firms and clients

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

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

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**SKILLS AND ACHIEVEMENTS**

Academic Awards Music Excellence Award, 2013 and 2014

Merit Award, 2011 and 2012

Leadership Mixed Tag Rugby Team Captain in UCD, 2017- 2019

Mount Anville Senior II Hockey Captain, 2013/14

Blainroe Golf Club Junior Captain, 2013

School House Captain, 2012 & 2013

Sport Completion of an Olympic Triathlon, August 2017

Participant in the Dublin Women’s Mini Marathon June 2013, 2017 and 2018

Represented Mount Anville Secondary School, Muckross Hockey Club and

UCD Ladies’ Hockey Club (1st/2nd teams)

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

First Class Honours, 2013

Information Technology Proficient in Microsoft Word, Excel, PowerPoint and Access

An Gaisce Awarded for community involvement, skill development and physical

recreation

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**EXTRA-CURRICULAR ACTIVITIES AND INTERESTS**

* Interests include music, travelling and reading
* 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
* Enjoy exploring different countries and their cultures
* Read a variety of genres of books, exercising the creative parts of my thought processes

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**REFERENCES**

Brian Hutchinson John Gleeson

Lecturer Employer

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UCD Sutherland School of Law, 44 Booterstown Ave,

Belfield, Blackrock,

Dublin 4 Co. Dublin

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