**Ellen D’Arcy**

+353 87 958 8333 | [ellen.d-arcy@ucdconnect.ie](mailto:ellen.d-arcy@ucdconnect.ie)

**I am a keen and enthusiastic student, with good leadership and communication skills. I am a team player, highly motivated to obtain a Traineeship in a prestigious corporate law firm and thereby, to gain relevant experience with the ambition to become a top-performing and valued employee.**

**EDUCATION**

**University College Dublin 2014 to Date**

Bachelor of 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

**Mount Anville Secondary School June 2014**

Leaving Certificate

* Achieved 545 points in the Leaving Certificate (top 4% in Ireland)
* A grades in English, Business, History and Music

**WORK EXPERIENCE**

**Gleeson’s of Booterstown - Waitress August 2014 to Date**

* Welcome and seat customers upon arrival
* Responsible for taking orders for, and serving, food and drink
* Gauging customers’ needs and maintaining on-going service
* Have enhanced my customer service skills and my ability to cope under pressure

**Corporate Broking, Davy- Intern July 2017**

* 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

**Real Estate, AMOSS Solicitors- Intern June 2017**

* 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

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

* TEFL certification (Teaching English as a Foreign Language)
* Helped Lao children improve and develop their English
* Adapted to a different culture and community
* Increased my self-confidence and social skills

**PERSONAL DEVELOPMENT**

**UCD Commerce & Economics Society – Events Officer May 2016 to Date**

* Organise and market events, campaigns and competitions throughout UCD
* Have developed planning and organisational skills

**SKILLS AND ACHIEVEMENTS**

* Computer Microsoft Office Specialist- completed four levels; Microsoft

Word, Microsoft Outlook, Microsoft Excel and Microsoft

PowerPoint.

* Academic Awards Music Excellence Award, 2014

Music Excellence Award, 2013

* 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 the Caroline Kearney Memorial Triathlon, August 2017
* Participant in UCD Tag Rugby
* Represented Mount Anville Secondary School and Muckross 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

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