

# Ellen Foley

## CONTACT

**Phone:**

(085) 847 3759

**Email:**

ellenfoley86@gmail.com



## EDUCATION

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- 2020- **Law Society of Ireland**
- 2021 Diploma in Corporate Law and Governance (Distinction).
- 2018-20 **Law Society of Ireland.** FE1 Examination (completed).
- 2014- **University of Limerick**
- 2018 Law Plus (LLB), Result: 2.1. Nominated for Co-Operative Placement Award.  
Final Year Project: *An Analysis of Mortgagor and Mortgagee Rights in Ireland.*

## WORK EXPERIENCE

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### Jan 2021- present, Corporate Paralegal, DLA Piper

- Provision of administrative and research support on both international and domestic transactions.
- Participation on client facing calls, drafting and reviewing transaction documents, maintaining due diligence indexes for review, drafting Companies Registration Office forms and liaising with external firms, clients and government agencies.
- Assisting in company secretarial tasks including company incorporations.
- Providing pro-bono advice e.g., the Irish Refugee Council as part of the firm's Know Your Rights campaign.
- Current member of the Legal Alliance for Women Committee which promotes gender equality and inclusivity.
- Currently a Values Champion which involves promoting and supporting the four key values of the firm – be supportive, be collaborative, be bold and be exceptional.

### Sept 2019-July 2020, Legal Secretary Beauchamps

- Acted as the sole secretarial support of several fee earners across three busy departments - banking, corporate and intellectual property.
- Liaised 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 transactions in the corporate department.
- Interacted with clients, banks and solicitors in other firms.

**June 2018- Sept 2019, Legal Executive, O'Callaghan Daly Solicitors**

- Acted as the sole administrative support in areas of family law, tort law, probate and conveyancing.
- I assisted in organising client meetings, drafting contracts for sale or court documents, drafting fee notes and monitoring the payment of fees.

**May 2016- Sept 2017, Legal Intern, Danske Bank**

- During my Co-Operative Education Placement, I assisted in the collection and delivery of title deeds and files.
- Drafted schedules and Accountable Trust Receipts.
- Assisted on a collateral project which involved researching the historical deeds that were held by a number of external firms.
- Participated in several data subject access request searches.
- Acted as the sole liaison within storage facilities and the Belfast branch of Danske bank (keeping records of all collateral documents being transferred to and from the bank).
- Drafted letters to external solicitors and liaised with external law firms to organise the return of collateral documents.

**EXTRA CURRICULAR ACTIVITIES**

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- Peer elected course representative on the UL Student's Union for 4 years advocating for the LLB class as well as liaising with lecturers and tutors on behalf of my peers.
- Trained in First Aid with the Limerick Red Cross.
- Trained in classical violin to Royal Academy of Music Grade 6 standard. I was the leader of the Limerick School of Music orchestra and a member of Limerick School of Music orchestra.
- Intermediate fluency Irish. Beginner fluency in French and German.
- I took part in the Orientation Guides program for UL in September 2015. In this role I introduced new students to the UL campus. And improved my public speaking and organisational skills.
- At Laurel Hill Coláiste, I was a member of the school choir and orchestra. I was also the class representative on the school's student council and class prefect in 6th year.