**Curriculum Vitae**

Ellen Hyland

Mobile: 0866683174 Home: 8900018 E-mail: [ellen.hyland@gmail.com](mailto:ellen.hyland@gmail.com)

Address: 26 Ardcian Park, Swords, Co.Dublin, K67 N802

**Personal Profile**

I am a diligent worker who is not easily discouraged, which is reflected in my Leaving Certificate and University results. I am currently studying Law and Political Science in Trinity College Dublin, a course which aims to help me think critically and be more adept at problem-solving. I am also a helpful and friendly person who easily gets along with people from all walks of life. In my spare time I am an avid reader who enjoys walking my greyhound and collecting records. I also love travelling and visiting cultural attractions.

**Skills**

* Fluent in English and Irish
* Conversational German
* Proficient in Excel, Word, and PowerPoint
* Fast typist
* Fast reader who is able to absorb a lot of information at once
* Good with deadlines and pressure
* Critical Thinking
* Adaptable to any setting or task
* Team Player
* Eloquent and professional in person and in writing

**Education**

Gaelscoil Bhrian Bóroimhe: 2004-2012

Gaelcholáiste Reachrann: 2012-2018

Trinity College Dublin: 2018-Present

**Employment History**

**Transcribing part of a written diary to Microsoft word for the ‘Journal of the Irish Railway Record Society’: Summer 2014**

**Childminding 3 young children on occasion: 2015-2017**

**Volunteering part-time in Oxfam Malahide: 2015-2016**

**Inspiring children to be creative in ‘Fighting Words’: 5-9 October 2015**

**Work Experience in ‘The Legal Aid Board’: 1-5 February 2016**

I spent a week's work experience in 'The Legal Aid Board' in North Brunswick Street. I mainly worked in an administrative capacity, filing documents and performing menial tasks for the staff. I was also introduced to the concept of legal aid. I was told how the system works and mainly how refugee applications and cases are handled through the facility. I also visited the Criminal Courts of Justice and the Four Courts and sat in on cases.

**Work Experience with the legal department of 'An Post': 18th-22nd April 2016**

I spent a week's work experience in the legal department of 'An Post' I mostly worked in an administrative capacity, which entailed filing and shredding documents I was also allowed to read ongoing cases, and the solicitors working there explained the legal process behind the cases. On my last day I went to court with one of the solicitors and watched the process behind television licence cases. I spoke with the barrister for 'An Post' and learned a lot about the roles of solicitor and barrister, and also about the legal process.

**Teaching Higher Level Junior Certificate Irish Grinds: 2018/2019 Academic year**

My tutee was a Junior Certificate Higher Level Irish student who needed help to improve her grades before her exams. Creating lessons specifically tailored to my tutee's needs and interests in order to keep her attention throughout the class Becoming familiar with the Irish Junior Certificate syllabus in order to prepare her for her exams Understanding when my tutee was finding material overly difficult and attempting to re-explain concepts in better ways Helping my tutee with her homework if she was struggling to complete it Giving my tutee occasional exams to understand where her level is and to ensure that she was improving.

**Christmas sales assistant in The Perfume Shop (Ilac Shopping Centre): December 2018**

I was responsible for greeting customers and knowing which perfumes to recommend based on the customer's profile (age, gender, price range etc.), checking stock for customers both in the stockroom and online, gift-wrapping perfume for customers, working the till to facilitate sales and to order stock online for customers, restocking the shelves and making the storefront look presentable, and sweeping the floor and cleaning the display cases before closing.

**Office temp for Excel Aviation: 25th-27th June 2019**

I was responsible for answering phone calls and taking messages for those who were on annual leave, managing the administrative email, answering queries or forwarding them onto the intended recipient, filing CVs and other documents both on the computer and in the filing cabinet, making bank payments to clients through online banking. I was also responsible for the office when nobody else was there, locking up and keeping it secure.

**S2S Mentor in Trinity College Dublin: September 2019-May 2020**

I was responsible for organising a tour of campus and an initial meeting which included introducing mentees to each other and outlining responsibilities at university. I am currently responsible for sending a weekly email including any relevant information, responding to queries and grievances, and meeting in person if a mentee requests it, organising events during the year in order to provide opportunities for mentees to socialise and to prepare mentees for essays and exams

**2018 Leaving Certificate Results**

Irish (Higher Level): H1

Biology (Higher Level): H1

History (Higher Level): H1

English (Higher Level): H2

Mathematics (Higher Level): H2

German (Higher Level): H2

Accountancy (Higher Level): H2

**First Year University Results**

Overall Grade: 2.1

1. Introduction to Economic Policy 1 (5 Credits): 70%
2. Introduction to Economic Policy 2 (5 Credits): 67%
3. Torts (10 Credits): 66%
4. Contract Law (10 Credits): 70%
5. Introduction to Political Science: (10 Credits): 72%
6. Introduction to Sociology 1 (5 Credits): 85%
7. Introduction to Sociology 2 (5 Credits): 58%
8. Foundations of Law (10 Credits): 60%

**Second Year University Results**

Overall Grade: N/A

Expected Grade: 2.1

1. Constitutional Law 1 (10 Credits): 73%
2. Land Law (10 Credits): 63%
3. History of Political Thought A: The Greeks to the Renaissance (5 Credits): 70%
4. International Relations A: Theories of International Politics (5 Credits): 63%
5. German Language and Culture (Advanced) (5 Credits): 66%
6. Criminal Law (10 Credits): In progress
7. History of Political Thought B: Modernity and its Critics (5 Credits): In progress
8. International Relations B: Topics and Treaties (5 Credits): In progress
9. Travel and English Literature (5 Credits): In progress

**References available on request**