**Ellen Keegan**

**Phone:** +0719636177 / +1 6723386224 **| Email**: ellenkeegan99@gmail.com

**Personal Statement**

I am a highly motivated individual with excellent communication, research and analytical skills who is capable of multi-tasking and working with excellent attention to detail. I have experience working in one of Ireland’s top 100 law firms as a paralegal working with a particular focus on Probate, Administrative Law, Estates and Trust Administration, and Litigation.

# Educational Details

## Law Society FE1 Exams – Entrance Exams to the Law Society of Ireland 2020-2022

## Bachelor of Civil Law – Dublin City University, Dublin, Ireland 2017-2020

## Professional Employment Experience

## The Vancouver Club, Vancouver, BC, Canada – Food and Beverage Assistant February 2023 – present

## Tasked with providing an excellent level of service to Members whilst maintaining confidentiality and professionalism.

* Ensuring the safe consumption of alcohol.
* Working in a team oriented environment to ensure maximum customer satisfaction.

## Sheil Solicitors LLP, Dublin, Ireland – Paralegal June 2021 – January 2023

* Assisting with client relationships to include attending client meetings and taking notes.
* Drafting legal documentation to include Wills, Leases, Conveyancing Documents, Court Documents Pleadings, Enduring Powers of Attorney.
* Conducting legal research.
* Ensuring compliance with EU Law to include Anti Money Laundering Regulations and Trust Administration Regulations.
* Attending Court.
* Filing, lodging and stamping documents in the Courts.
* Working across a number of areas such as Probate, Conveyancing, Wardship, Mental Health Law, Administrative Law, Trust Administration, Personal Injuries and Litigation.

## Beau Park Law Solicitors, Leitrim, Ireland - Legal Assistant June – September 2016, 2017, 2018

* Providing administrative and professional support to two solicitors in a busy rural law firm.
* Drafting and reviewing legal documents such as wills and leases.
* Attending meetings and taking notes.
* Assisted across a number of areas including conveyancing, wills and probate, personal injuries and family law.

## Il Corvo Italian Restaurant – Waitress October 2019 – June 2021

* Required to provide an excellent level of customer service to multiple people at a time.
* Responsible for ensuring that Covid-19 regulations are fully complied with.

**Skills and Achievements**

## Project Management

## Teamwork

* Computer Literacy
* Time Management

# Interests and Pastimes

* **Sport -** I have a keen interest in yoga and sea swimming which allows me to maintain a healthy work life balance.
* **Music**- Royal Irish Academy of Music, Grade Eight level. I was also the head pianist of my school choir.

**Referees**

* Mr Anthony F Sheil – Managing Partner, Sheil Solicitors LLP
* Dr Aisling DePaor – Professor, Dublin City University.