Ellen McLean

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 Ireland

 Email: ellenmclean584@gmail.com Date of Birth: 11th April 1997

Education

* Royal School Dungannon (2008 – 2015)
	+ 9 GCSEs - 5 A\*s and 4 A’s
	+ 4 A2 LEVELs – 3 A\*’s and 1 A.
* LLB degree Trinity College Dublin (2015 – present)
	+ 1st year – II.I
	+ 2nd year – II.I

Extra curricular Achievements

* Awarded Trinity Entrance Exhibitionist achieving over 580 CAO points
* Elected Deputy Head Girl and senior prefect of Royal School Dungannon
* Teaching Diploma in Speech and Drama (Trinity College London, Trinity Guildhall)
* Awarded Duke of Edinburgh Silver Award after a 4 day mountaineering expedition.
* Grade 6 Trumpet (ABRSM)
* Grade 7 Piano (London College of Music)

WORK EXPERIENCE

Deputy Features Editor at The University Times (December 2017 – Present)

For the last two years I have written and edited content for The University Times, the world’s best all round non-daily student newspaper as awarded by the US Society of Professional Journalists. Requiring considerable commitment and dedication I have often gone above and beyond what is expected to deliver high quality journalism to our 80,000 annual readers both online and in print. Recent promotion to Deputy Features Editor demonstrates a diverse set of analytical and presentational skills showing my ability to work cohesively in a team towards a common goal. Carrying out interviews with influential individuals inside and outside the college community I have shown creativity, discipline and excellent inter personal skills. Interviewing, editing and writing multiple pieces a week shows capability of meeting various deadlines and consistency in delivering quality content under pressure.

Sales Assistant (May 2017 – September 2017) 1689 Johnston St, Vancouver

With a love for travel I spent last summer in Vancouver working in a Confectionary Shop on Granville Island Market. This role required me to quickly collate a detailed knowledge of the shop’s inner workings including the production, packaging and marketing of the shop products. It required diligent work in a team assisting the chef whilst also maintaining an enthusiastic and bubbly attitude managing the counters, engaging with the thousands of customers who would pass by the shop daily. Having proven I was hard-working and trustworthy my employer delegated me the role of shutting the shop every evening, requiring efficient daily stock taking, accurate recording of cash out figures and ensuring the premises were secure. Given much of the transaction equipment was out-dated I offered to research and liaise with various companies as to suitable alternatives and assisted my boss in having these installed by the end of the summer.

Waitress (May 2015 – present) Parkanaur Manor House

Catering a diverse range of events from weddings to business meetings I have shown I am flexible and capable of adopting a standard business model to meet the needs of individual clients. This role required me to be organised and committed, always providing the highest customer service. Given the fast nature of hospitality I have developed excellent time management skills and shown leadership in effectively dealing with complaints and requests from the public. In this role I have learnt to efficiently complete tasks delegated to me and the importance of presentation.

Office Clerk (June - August 2015), Millar, Shearer and Black Solicitors

In this role I carried out general office duties, typing up documents, filing, answering calls, organising meetings and sending emails to client. I developed excellent communication skills with the public and my co-workers showing I am a confident and motivated employee.

Personal Interests

I’ve always had a wide range of interests demonstrated through my time at school as a committed member of the debating society, school magazine team, Chamber Choir, school band, horse riding and hockey club. Whilst at school I was awarded a prestigious scholarship for the South Ulster Youth Orchestra and lead in two amateur dramatic plays and I have continued to pursue these passions at University through membership of the Choral and Philosophical Society. Relishing the chance to take on a new challenge, the University Times has provided me with the opportunity to simultaneously develop my passion for journalism whilst writing on a diverse range of subjects from sports to activism and student entrepreneurial success.

Over the last number of years I also have participated in a number of outreach schemes across Northern Ireland working with children in deprived areas. During the summers of 2014-2016 I volunteered as a leader with Scripture Union Ireland. I delivered week long summer camps for children that required long hours of planning, innovative thinking and high levels of enthusiasm. In 2015 out of 100 candidates I was awarded a place on a ‘Fields of Life’ team that travelled to Uganda, Africa. Here I taught English to secondary level students, ran after school clubs and assisted local churches in distributing clothes and food and medical supplies to the surrounding area. I have continued this outreach work at University as elected Law Head Mentor of the S2S society. Through this role I have overseen and managed the mentoring activities of 80 mentors, liaisoned with S2S and law school staff on a weekly basis and organised faculty events for over 300 mentors and mentees to attend.

References (available on request)

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