Ellen O’Duffy

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I am an ambitious and hardworking person, awarded an Entrance Scholarship to UCD, with work experience in a solicitor’s office and in the hospitality industry. Currently on an Erasmus programme in Spain and due to graduate in 2017, I am very keen to obtain an internship in a law firm in the summer of 2016.

Education

2013 – Present **University College Dublin**

 Business & Law, 2:1, current GPA: 3.67

 Third year modules: Company Law 1, Competition Law,

 Matrimonial Law and Reliefs, Management Accounting

 Financial Accounting 2, Strategic Market Management,

 Business Strategy

Jan 2016 **Erasmus programme** – University of Navarra, Pamplona, Spain

 January 2016 – May 2016

 Modules: International Securities Regulation, Introduction to

 Transport and Payments Law, Global Political Economy,

 Operations Management

2007 – 2013 **Muckross Park College**

 Leaving Certificate, 565 points

Work Experience/Key Responsibilities

**Volunteer Teaching Assistant, SUAS, India**  (Summer 2015)

* 10 weeks teaching in a primary school in Kolkata
* Responsible for creating a positive learning environment
* Organised educational activities to improve children’s English language and numeracy skills
* Improved my communication skills as I was collaborating with the native teachers daily and my time management skills while preparing and delivering lessons

**Barista at Airfield Farm and Garden, Dundrum (**April 2014 – May 2015) and **Barista at Starbucks, Dun Laoghaire** (September 2013 – April 2014)

* Managing multiple tasks in a busy cafe.
* Responsible for cashing up, stock control, taking orders, supervising the seating area.
* Developed my communication skills and time management skills when dealing with customers and learning how to balance all the tasks involved

**UCD Access Centre Voluntary Student** **Tutor Scheme** (September – November 2014)

* Tutoring a student from a disadvantaged school
* Helping her prepare for her Irish and French State exams
* Preparing revision material and a study plan while encouraging her with her studies.
* Improved my communication, teaching and organisation skills

**Work Experience in Denis McSweeney Solicitors** (November 2010 and June 2014 )

* Accompanying solicitors to court hearings
* Taking minutes of meetings with clients
* Delivering legal documents to the Four Courts, Law Library and Probate Office
* Preparing booklets for upcoming court cases
* Gained excellent insight and experience into the main activities of a solicitor’s practice

Additional Skills and Achievements

**IT Skills**

* Competent in Microsoft Office, completed ECDL 2010

**Skills & Achievements**

* UCD Entrance Scholar 2013
* Senior School Prefect 2012/2013
* Full, clean driving license since 2012
* Dun Laoghaire Sea Scouts, Watch Leader 2010 - 2012
* First Aid training, Heartsaver AED, 2010
* Bronze Gaisce Award 2010

**Interests and Hobbies**

* Grade 8 level in Piano and teaching piano
* Kilmacud Crokes Intermediate Camogie team
* UCD Windsurfing Club – currently Child Liaison Officer
* UCD Student Legal Service – currently Sponsorship Officer

Referees

Mr. James McDermott, Sutherland School of Law, Belfield, Dublin 4

Email: james.mcdermott@ucd.ie Tel: 01 716 4100, Ext. 4139

Mr. Stephen Cassidy, SUAS Educational Development, 12 Hogan Place, Dublin 2 Email: vp@suas.ie Tel: 01 662 1400