**Ellen O’Duffy**

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087 930 9488

Ambitious and hardworking final year Business and Law student, awarded an Entrance Scholarship to UCD, with work experience in a solicitor’s office, professional services firm and the hospitality industry, seeking to obtain a position on the ByrneWallace Trainee Programme.

Education

**Bachelor of Business & Law, UCD (2013-2017)**

* Current GPA: 3.67
* Relevant modules: Company Law, Property Law, European Human Rights Law, EU Competition Law and Practice, Family Law, Information Management, Business Strategy, Taxation

**Erasmus programme (Jan – May 2016)**

* University of Navarra, Pamplona, Spain
* Modules included: International Securities Regulation and Introduction to Transport and Payments Law

**Leaving Certificate (2013)**

* Muckross Park College
* 565 points

Professional Experience

**Intern, Assurance Department, PwC Dublin (June – July 2016)**

* Gained insight and experience of the culture and operations of organisations with a global presence as a member of four audit teams
* Developed teamwork, organisational and time management skills through working collaboratively in-house and on client site
* Learnt how international regulatory frameworks are applied in the business world

**Intern, Denis McSweeney, Herbert Place, Dublin 2 (May 2016 & June 2014)**

* Gained insight and experience of the main activities of a busy solicitor’s practice
* Developed understanding of the law relating to a number of issues by reading case files and attending client meetings
* Gained understanding of court processes through preparing and lodging legal documents and accompanying solicitors in court
* Developed legal writing skills through writing minutes and memos

Other Work Experience

**Volunteer Teaching Assistant, SUAS, Kolkata, India (June – Aug 2016)**

* Created a positive learning environment for children (3-12 years) to enhance their English language and numeracy skills
* Developed communication skills while collaborating with the local teachers daily and organisational skills while planning, preparing and delivering lessons

**Barista, Airfield, Dundrum & Starbucks, Dun Laoghaire (Sept 2013 – May 2015)**

* Managed multiple tasks in a busy café including cashing up, stock control, taking orders, supervising the seating area while ensuring customer satisfaction
* Developed time management and interpersonal skills when dealing with customers and learned how to balance all the tasks involved

**Voluntary Student Tutor, UCD Access Centre (Sept – Nov 2014)**

* Tutored a Junior Certificate student from a disadvantaged school through preparing revision material and a study plan to assist with her studies
* Improved communication, teaching and time management skills

Additional Skills and Achievements

**Skills & Achievements**

* UCD Entrance Scholar 2013
* Senior School Prefect 2012/2013
* ECDL 2011
* Full, clean driving licence
* Dun Laoghaire Sea Scouts, Watch Leader 2010 - 2012
* First Aid training, Heartsaver AED, 2010
* Bronze Gaisce Award

**Interests and Hobbies**

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

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, Whitefriars, Aungier Street, Dublin 2 Email: vp@suas.ie Tel: 01 662 1400