

# *Ellen Walsh*

L.LB (Hons) Law Graduate  
0838612331  
elwalsh@byrnewallace.com

## **Legal Experience**

July 2018- present

**Legal Secretary at Byrne Wallace Solicitors**, Harcourt Street.  
Employed on a full-time, permanent basis. Duties include but are not limited to;

- Preparing Letters of Offer, Acknowledgement and Acceptance of Instructions, initial letters from file site information for the partners;
- Editing and updating documents including completion trackers and general client matter trackers;
- Dictation typing at a speed of 75-80 wpm;
- Management and prioritisation of three partners, and a solicitor;
- Drafting emails to clients to include documents sent on behalf of partners;
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August – December 2017

**Legal intern at Gore & Grimes Solicitors**, Smithfield.  
Initially on a one month tenure but extended as the only full time intern in the property department. Duties included;

- Preparing Briefs for counsel;
- Liaising with third party lenders;
- Court attendance;
- Preparing title deeds for loan sale as part of project Cyprus;
- Lodgement of various Land Registry Documents;
- Drafting and lodgement of Affidavits;
- Management and prioritisation of workload.

May – August 2017

**Legal intern/ Legal assistant at French Kenny Solicitors**, Smithfield initially on a part-time summer basis but extended to a full-time permanent basis. Duties included but were not limited to;

- Court attendance;
- Booking and attending prison visits;
- Briefing counsel;
- Organising the legal diary and court lists;
- Organisation of Partners diary;
- Secretarial work; screening calls, managing meetings etc.;
- Proficient use of Microsoft word, excel and powerpoint;
- Consultations with clients prior to court dates;

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- Claiming for free legal aid;
- File organisation;
- Acquisition of information from third parties; reports, files letters, documents et al.

## **Education**

Deferred

*Griffith College, Dublin.*

### **L.LM International Law.**

2016 – 2018

*Griffith College Dublin*

### **LL.B (Hons) Irish Law.**

- Tort Law
- Criminal Law
- Land Law
- Company Law
- Administrative Law
- Law of Evidence
- Criminology
- Revenue Law
- Commercial Law
- Jurisprudence
- European Union Law
- Banking and Financial Law
- Equity and Trusts Law

2015 – 2016

*Letterkenny Institute of Technology, Donegal*

### **Law with Irish.**

- Introduction to Legal Skills
- Computers
- Constitutional Law
- Contract Law
- Irish

2009 – 2015

*Blessington Community College*

### **Irish Leaving Certificate 2015**

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## **Extra-curricular activities**

### **BryneWallace Law Firm**

- I am a member of the work place choir and have attended several CPD seminars.
- I am currently undertaking a piece for the Hibernian Law journal with the assistance of Joe Gavin, Head of the Financial Services Department.
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### **Griffith College Dublin**

- President of the Griffith College Free Legal Aid Clinic (FLAC), publishing numerous information pamphlets, organising clinics for the Griffith community and organising educational events for the public.
- Invited by the Head of the Law faculty to the inaugural Postgraduate and Early Career Conference entitled; 'International and Comparative Law in the 21<sup>st</sup> Century: Lessons learned?'
- Attended numerous StartEd conferences, sitting in on advice clinics between solicitors and new business directors.

### **Blessington Community College**

- Chair-woman of the Student Council for two successive years following two successive years as Vice-chair.
- Captain of the Debate Team which competed in many external and internal debating competitions.
- Member of the schools' Irish language debating team.

## **Hobbies**

I am an avid horse rider and have played polo competitively with the captain of the Irish Womens' Polo Team. I am also a member of the All Ireland Polo Club and of Winterdown Equestrian Team, currently preparing for the 2019 dressage season.

## **Referees**

David O'Brien

Character Reference

Senior Vice President - EMEA head of GS Compliance

State Street Financial Services

0867927844

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Helena Walsh

Solicitor and Partner

Gore and Grimes Solicitors, Smithfield

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Wayne Kenny

Solicitor and Partner

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