

Ellen Walsh

Personal Details

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Education

Bachelor of Business and Law, University College Dublin. 2017- 2021

- Obtained 2nd Class Honours (2:1) in first, second and third year.
- 1st year: **3.54** GPA, 2nd year: **3.4** GPA, 3rd year **3.42** GPA

Key modules and results: Constitutional Law: A-, Negligence: A-,
Company Law: A-, Data Analysis: A, Marketing: A-

Leaving Certificate: Mount Anville Secondary School 2017

- Subjects and results: History:H1, French:H2, Irish:H2, Maths:H3, English:H3, Accounting:H3, Biology:H3, achieving **532** CAO points
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Work Experience and Employment History

Legal Assistant: **Paul O'Sullivan & Co. Solicitors.** 2018 to date

Responsibilities

- Compiling and collating briefs for counsel.
- Managing correspondence
- Drafting affidavits, wills and other legal documents.

Skills and Achievements

- Client focused: Attentive to client needs and discreet in dealing with sensitive cases.
- Time management: Adept at prioritising tasks and working to deadlines.
- Attention to detail: Excellent spelling and grammar skills.
- Research: A proud achievement was when case law I researched was included in the firm's submissions to the European Court of Human Rights.
- Implemented a user-friendly invoicing system using spreadsheet techniques from my Business and Law degree.

Corporate Hospitality Assistant: **Compass Catering Ltd:** Aviva Stadium. 2017 to date

Responsibilities

- Corporate box management during matches and events for a variety of clients both personal and corporate
- Customer service: Anticipating the requirements of clients and delivering accordingly.
- Clear communication with clients and management.
- Discretion: I have worked with well-known clientele and adhere to strict confidentiality requirements.
- Ability to work well under pressure and to multitask.

Skills and hobbies

Leadership Roles

- Elected 6th year Prefect with responsibility for a 4th year class group. 2016-2017
- Member of UCD Law Day committee 2018 and 2019 with responsibility for organising bucket collections and table quiz for charity.

Team work

- Played for school tennis and hockey teams. 2011-2017
- Model United Nations: Overall winners of St. Andrews International MUN 2016
 - Developed confidence in public speaking.
 - Became better informed on world issues.
- Semi-finalist in UCD Student Legal Service Negotiation Competition 2017/2018
 - Learned to adapt quickly to new information.
 - Appreciative of the importance of maintaining good relations with the other side.
- Member of UCD Badminton Club. 2018-2019

Extracurricular Achievements

- **Chairperson** of UCD Student Legal Service Society 2020/2021
 - Elected auditor of one of UCD's largest legal societies.
 - Interviewed and selected committee members virtually.
 - Organised Summer legal training sessions for volunteers at the society's legal clinics in association with law school faculty.
- **Change the World Model United Nations**, New York March 2020
 - One of 10 students selected to represent UCD in the UN Headquarters.
 - Completed debating training prior to the competition cancellation.
- **Treasurer** of UCD Student Legal Service Society 2019/2020
 - Managed the finances of the society and prepared accounts.
 - Meeting with students, faculty management and legal firms to discuss projects promoting free legal advice for members of the UCD community.
- **Fordham Summer School Programme**, Queens University/UCD June 2019
 - One of 2 students chosen by the Sutherland School of Law to represent UCD at a Summer School run by Fordham Law School, New York.
 - Studied International Human Rights Law and Conflict Resolution including Alternative Dispute Resolution.
 - Met with the U.S. Consul General to Northern Ireland, Lord Mayor of Belfast and attended events in the King's Inns, Northern Irish Policing Board and PSNI Headquarters.

Volunteer Work

- **UCD Law Day** Committee fundraising for SVP, Jigsaw and Sunshine House. 2018-2020
- Volunteer with UCD Free Legal Advice Centre operated by the Student Legal Service.

IT Skills

- Certification in **ECDL** achieved. 2015
- **Excel, SAP and Accounts IQ** assessments completed as part of the ICT and Data Analytics modules within the Business and Law degree programme. 2017-2021
- Familiar with Land Registry, PIAB Portal, and Courts Service websites.
- Selected for Lost Summer **Virtual Cyber Security Internship** July-August 2020 in association with ISACA Ireland