

Ellen Walsh

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Education

FE1 Candidate at Law Society of Ireland. 2021

- I will sit my first four exams in October 2021 with a view to completing the final four in March 2022.

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

- Achieved 2nd Class Honours grade 1 (2:1) degree with a final stage GPA of **3.44**.
- 1st year: **3.54** GPA, 2nd year: **3.4** GPA, 3rd year **3.42** GPA, 4th year **3.47** GPA.

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

Leaving Certificate, Mount Anville Secondary School. 2017

- Achieved **532** points

Subjects and results: History: H1, French: H2, Irish: H2, Maths: H3, English: H3,
Biology: H3, Accounting: H3

Employment History

Paralegal: **ACSK Solicitors LLP.** 2021 to date

- The practice manager for the closure of Paul O'Sullivan & Co. Solicitors asked me to manage the files and cases transferred to this practice.
- I am adept at dealing with Personal Injury, Employment and Property Law matters.
- I am attentive to client needs and explain legal matters in an accessible manner.
- I have assisted international clients, in particular Chinese clients with Immigrant Investor Programme Applications.

Legal Assistant: **Paul O'Sullivan & Co. Solicitors.** 2018-2021

- I researched and edited the firm's submissions for *Keaney v Ireland*, a winning case before the ECtHR in 2020.
- I implemented a more efficient invoicing system using my knowledge of Excel from my Business and Law degree.
- I developed time management skills by managing my workload and working to deadlines.

Assistance in Winding Up

After the Principal Solicitor's death in 2020, I assisted in the orderly winding up of the firm in accordance with the Law Society's requirements. I catalogued over 1,000 files, worked to close cases and arranged alternative representation for clients. I also assisted with online hearings after the onset of the COVID-19 pandemic.

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

- Corporate box management during matches and events for a variety of clients.
- Customer service: I anticipate the requirements of clients and deliver accordingly.

- Discretion: I adhere to strict confidentiality requirements.

Skills and hobbies

Leadership

- Elected class representative to UCD Law Staff Student Forum. 2020-2021
- Member of UCD Law Day committees with responsibility for charity fundraisers in aid of SVP, Jigsaw and Sunshine House. 2018-2021
- Elected 6th year Prefect with responsibility for a 4th year class group. 2016-2017

Teamwork

- Volunteer at UCD Student Legal Service legal information clinics. 2019-2020
- Member of UCD Badminton Club. 2018-2020
- Semi-finalist in UCD Student Legal Service Negotiation Competition 2017
- *Model United Nations*: Member of winning team at St. Andrews MUN. 2015-2020
- Played for school tennis, basketball & hockey teams. 2011-2017

Music

- Part of local community choir. 2017-date
- Member of *RTÉ Cór na nÓg* performing in live concerts including *La bohème* and *Lord of the Rings Concert Film*. Recorded CD's, filmed television programmes and performed with RTÉ Concert Orchestra. 2010-2014

IT Skills

- One of thirty students and professionals selected for ISACA Ireland Virtual Cyber Security Internship 2020
- **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

Extracurricular Achievements

- **UCD Advantage Award recipient & UCD President's Award nominee** 2021 for contributions to university life.
- **Chairperson** (2020-2021) & **Treasurer** (2019-2020), *UCD Student Legal Service Society*
 - Elected auditor of one of UCD's most prominent legal societies.
 - Ran society events and managed a student committee virtually.
 - Secured sponsorship from various firms.
 - Managed the society finances and prepared accounts.
 - Met with students, faculty management and legal firms to discuss projects promoting free legal information for members of the UCD community.
- **Change the World Model United Nations**, New York March 2020
 - One of ten students selected to represent UCD in the UN Headquarters.
 - Completed debating training prior to the competition's cancellation.
- **Fordham Summer School**, Queen's University Belfast/UCD June 2019
 - One of two students chosen by UCD to represent the university at a Summer School run by Fordham Law School, New York.
 - Studied and engaged in workshops and debates on International Human Rights Law and Conflict Resolution including Alternative Dispute Resolution.
 - Met with stakeholders in the Northern Irish Peace Process including U.S. Consul General to Northern Ireland, Lord Mayor of Belfast, Northern Irish Policing Board.
 - Travelled to visit classmates from the course in New York in August 2019.