**Ellie Kavanagh**

123 Anglesea road, Donnybrook, Dublin 4.

Phone: +353 851702522 Email: kavanael@tcd.ie

EDUCATION

**Trinity College Dublin (2012 – 2016)**

*Bachelor of Economics & Social studies (BESS)* (2.1 Honours)

* Final year modules: Contemporary International Relations, African Politics, Migration, Social Media & Digital Lives

**Institut d'études politiques de Paris (SciencesPo Paris) (2015)**

* *Political Science & Sociology* (2.1 Honours)

WORK EXPERIENCE/ EMPLOYMENT

**Colleary & Company Solicitors, Dublin (June 2016- present)**

* Currently working in a boutique law firm which specializes in Data Protection, Intellectual Property and Litigation. I was successfully offered the position of legal executive after completing a summer internship with this firm.
* On a day-to-day basis I manage the firm’s large database, draft articles on current legal topics and pieces of legislation such as the incoming GDPR and communicate and meet with a large range of clients.

**Compton Solicitors, Dublin (January 2016- May 2016)**

Ad-hoc legal executive-type work for leading law firm in the Retail, Leisure, Hospitality, and Licensed Trade sector.

* Assisted with various administrative tasks as well as working with solicitors in their day-to-day activities, interacting with clients and attending court hearings.

**Ernst & Young,** **Dublin, Ireland** **(June 2015- Aug 2015)**

Summer Internship Programme - Global Trade Department.

* Assisted the team with strategic planning in managing customs and excise duties; trade compliance reviews for imports and exports; internal controls and process improvement; and participation in customs supply chain security programs.
* Greatly improved my time management and leadership skills working to meet tight deadlines on client projects with MNC’s etc. as well as developing my analytical and disruptive thinking when engaging in such projects.

**Cellar Leather, Hyannis, Massachusetts (May 2014- August 2014**)

Sales Assistant- Assisted in sales, marketing, updating store database and crafting leather goods and belts as part of the J1 visa program.

* Received promotion soon after commencing the job due to my motivation and willingness to work long hours whilst constantly engaging with customers to ensure they received the best service possible.

**Compass Group- (Aviva Stadium, Leopardstown Racecourse, University College Dublin) Dublin, Ireland (Sep 2012-Aug 2015)**

* Worked in highly energetic and demanding environment often in sports stadiums with a capacity of up to 51,700 spectators and guests.
* Displayed excellent and professional customer service, greeting and welcoming guests and ensuring a comfortable and enjoyable experience, whilst working as a team player with fellow staff members.

SKILLS/ INTERESTS

**Erasmus Buddy (**for incoming Erasmus students**)** **Trinity College Dublin (2015-2016)**

* Ensure Erasmus students coming to Trinity integrate efficiently into the university environment, as well as organize and participate in social activities and help with any problems that may arise.

**Trinity College Charity Fashion Show (2014 & 2015).** Production team (2014) and PR team (2015).

* Developed my team work skills as well as leadership skills as I was in charge of a small team for the fashion show which raises a generous sum for the chosen charity each year.

**Student Delegate,** **SciencesPo Paris (2015)**

* Elected by fellow classmates to represent students. Liaised with lecturer and reported any problems.

Member of **Dublin Diocesan Pilgrimage to Lourdes SEP (2011 & 2013)** Position: Handmaid/ Ward duty.

* Chosen by personal application and interview from a panel independent from the school.
* Greatly improved my interpersonal and organizational skills while assisting sick pilgrims throughout pilgrimage.
* Responsible for the care of elderly and sick Irish pilgrims including personal care and hygiene.

**Foodcloud** Charity-

* Help businesses (including Tesco) redistribute their surplus food to charities. Participate in the collection of surplus food which we then deliver to the various charities in need.

**Suas** Charity-

* Member of the homework club with the charity. Participate in children’s literacy group every week.

LANGUAGES:

* + French-B1 (niveau 2) standard.
	+ English- Fluent.
	+ Irish- Higher Level Leaving Certificate standard.

**References & transcripts available on request.**