**Curriculum Vitae**

**FE-1 Candidate and Law Graduate**

**Isabelle Wilson**

**Contact Details**

**Address:** 29 Green Road **Tel.** 01 2835372

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 Ireland

 DOB 16.12.1994.

**Education:**

September 2013-2017: BCL (Hons) Law with History, University College Dublin.

February–June 2016: Erasmus in the University of Vienna, Austria.

September 2007-2013: Wesley College, Ballinteer, Dublin 16.

**Legal Employment:**

**April 2018- present Brightflag, 12 Camden Row**, **Saint Kevin's, Dublin, Ireland.**

* Working as a Legal Analyst in Brightflag has been a very rewarding experience. Brightflag is a legal spend management company that focuses on reducing costs in legal departments. I have learnt many valuable skills such as legal research, analytics, working with a team and good communication skills. The position requires me to have an in depth knowledge of particular legal areas such as Employment Law, Insolvency and Bankruptcy, Insurance Law, Real Estate, Intellectual Property and Commercial Contracts. It also requires me to analyse recent case law, legislation and to be kept up to date with any development in the legal world.

**May- September 2014 Denis McSweeney Solicitors, 16 Herbert Place, Dublin 2**

* I worked in a well-established city centre legal practice. My duties included minute taking, research, file management and submitting files to court. I was also responsible for the Front Desk Reception work.

**October 2010/July-Aug 2011 Office Junior in Collins Crowley Law Associates, High Street, Dublin**

* My duties included submitting files to court, administrative and reception work. Working in such an environment gave me an appreciation for the necessity to have an eye for detail and to get things right the first time.

**Retail/ Service Industry Employment**

**December 2017- February 2018 Arnotts, 12 Henry Street, Dublin 1.**

* I worked as part of the Christmas team with the Online Department in Arnotts. This included the organising the general deliveries, monitoring the outgoing online purchases and charging various customers for their online purchases.

**September- November 2017 Ouzos Steak and Seafood Restaurant, 39 Main St, Blackrock, Co.Dublin.**

* I worked as a waitress in a busy contemporary restaurant. My duties included taking orders and the serving of up to fourteen tables. I also worked behind the bar, making and serving drinks. I was responsible for opening and closing the restaurant.

**24 May- 18 August 2017 Shaughnessy Golf and Country Club, 4300 SW Marine Dr, Vancouver, BC, Canada.**

* I was responsible for the orders and serving of up to ten tables in a fine dining restaurant. Our service team had also responsibility for the bar and high end banqueting functions.

**July- September 2016 School Supply Centre, Cranford Centre, Stillorgan Road, Dublin 4.**

* My duties involved serving customers in a busy school supply shop. I was responsible for handling cash transactions, processing exchanges and refunds and organising stock.

**June- November 2015 TK Maxx, Unit 103 Stephens Green Shopping Centre, Dublin 2.**

* My duties included serving customers at the till point, handling cash/ processing card transactions, fitting room duties and stock replenishment.

**Volunteer work**

**June 2013 Habitat for Humanity, Romania**

* I spent a week in Beius, Romania, as part of a worldwide charity team building houses for the homeless. When working for a charity you have to be prepared to undertake any duties that are given to you and operated closely as a team. My duties were both challenging and totally rewarding.

**May 2011 Nurse Aid in St. Michael’s Hospital, Dun Laoghaire**

* My duties involved caring for patients. I shadowed the Head of Nursing in the Adult Female Ward. I gained experience in the day to day running of a busy hospital.

**Achievements:**

**Literary and Historical Society UCD:** 2013-2016

I was the Honorary Social Secretary of the oldest and largest university society in UCD, the Literary and Historical Society. My duties included organising many events from competitions to social events. This required event planning skills, using social media as a marketing source and high level of teamwork. I also invited world renowned speakers from academics to politicians to speak at the university. I took part in the debate training of secondary schools students during my time in the society. I competed in many debating competitions in Ireland and abroad.

**Mooting:**

While in university I competed in mooting competitions such as the Cecil Lavery Moot Court competition.

**Computers:**

Completed Pitman Typing Course : 2011

**Sports:**

Tennis

Member of Blackrock Tennis Club 2002-2012

Member of Wesley College Team 2007-2012

Member of UCD Tennis Club 2013-present

**Model United Nations:**

Secretary and Delegate, Wesley College MUN Conference: 2010/2011

**Gaisce**

Completed Bronze level 2012

**Reference**

Dr Charles Ivar McGrath Denis Mc Sweeney

Associate Professor, Denis Mc Sweeney Solicitors,

UCD School of History, 16 Herbert Pl,

Belfield, Grand Canal Dock,

Dublin 4. Dublin 2.

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