**RUTH HEENAN**

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**EDUCATION**

Bachelor of Civil Law and Irish, University College Cork    2013-2017

First Year Examination Result: 2.1 (Third in class)

Second Year Examination Result:        2.1 (Third in class)

Third Year Result (Pass/Fail Year):     Pass, Diploma issued by University of Montana

Final Year Examination Result: 2.1 (Second in class)

Leaving Certificate, Ursuline Secondary School, Thurles, Co. Tipperary     May 2013

Result: 505/600 points, including A1 grades in Irish and German

**EMPLOYMENT**

Paralegal, Ennis and Associates Solicitors, Dublin Summer 2016, September 2017 – Present

Work between Personal Injury defence law firm and adjoining Claims Handling Company

* Draft pleadings, compile briefs, search extensive discovery, research legislation and summarised judgements, assist Counsel at Circuit and High Court
* Act as first point of contact for various clients, arrange settlement talks between parties, organise expert appointments, attend settlement conferences
* Compile data from insurance databases for risk analysis, proficiency developed in Microsoft Excel and complete basic accounts with legal cost accountant

Summer Intern, A&L Goodbody, Dublin August – September 2017

Assigned to the Corporate Transactions and Acquisitions Group

* Winner, Summer Intern Presentation.
* Prize recipient, Case Summary Competition and Innovation Challenge
* While working as part of the Corporate Department, I drafted Beneficial Ownership Registers, constructed new Company Organisational Structures based on CRO filings, compiled information from large Data Rooms and researched Artificial Intelligence
* Completed Pro Bono research for the Irish Refugee Council

Summer Intern, Dillon Eustace, Dublin July 2017

Assigned to the Corporate Department, specifically Mergers and Acquisitions

* Drafted letters and memoranda, amended contracts
* Worked with large volume file transfers and electronic filing
* Amended heavily marked up documents under extreme time constraints
* Researched relevant precedent and case law across a broad range of issues

Legal Assistant, Attorney General’s Office, IrelandFebruary - May 2015

* Provided vast research on various legal issues utilising a multi-jurisdictional database
* Attended pre-trial consultations for High Court and Supreme Court cases
* Participated at policy development meetings between various Government Bodies
* Assisted Venice Commission member drafting comment to Armenian Electoral Code

Assistant Law Clerk, U.S. Federal District Court of MontanaAugust – December 2015

* Conducted Legal Research, often involving multi-jurisdictional comparisons
* Drafted Bench Memorandums and opinions to assist the Judges in their deliberations
* Attended Settlement Conferences, pretrial Conferences and proceedings, and trials

Irish Language Assistant, University of MontanaAugust – December 2015

* Taught biweekly lectures at the University Irish Studies Programme

Activity Manager, Embassy Summer School, Reigate, London, UKJuly – August 2015

* Senior Manager at international language school of 1,100 students during a successful investigation by the British Council
* Managed staff of 20 Activity Leaders, managed the budget, analysed sales and forecast future profits, awarded distinction for my completion of managerial training
* Developed customer relations skills through liaison with 45 group leaders and visiting teachers in demanding and highly pressurized situations
* Organised travel for students while monitoring and adhering to strict risk assessment, health and safety measures

Activity Leader, Embassy Summer School, Reigate, London, UK 2013, 2014

Led activities and selected as guardian responsible for individual child welfare

Sales Assistant, Topshop, Opera Lane, Co. Cork           2014

Sales Assistant, Outdoor World, Roscrea, Co. Tipperary 2011 - 2013

**HOBBIES AND INTERESTS**

* All Ireland Bréagchúirt Uí Dhálaigh (Irish Moot Court) Winner, 2016
* Adjudicator, UCC Moot Court Competition 2016/2017
* Quarter Finalist UCC Moot Court competition 2014/2015
* Twice Recipient of Scholáireacht don Ghaeltacht 2014, 2015
* Captained Ursuline Concern Debating Team (All Ireland Quarter Finalists) 2011/2012
* Gaisce Bronze Medal for community involvement and personal development 2011
* All Ireland Finalist in Young Social Innovators competition, 2010
* Flautist, accomplished in traditional and classical flute
* Munster Finalist, Grúpa Cheoil, Fleadh Cheoil na hÉireann

**ROLES OF RESPONSIBILITY**

* BCLGA Class Representative, Students Union 2014/2015, 2016/2017
* Member of UCC Law Society 2013 - 2017
* Guardian, Embassy Summer School, 2013, 2014
* Head Girl, Ursuline Secondary School, Thurles, Co. Tipperary 2012/2013