**Úna Walsh**

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Gort Glas, Aglish, Carrigeen, Co. Kilkenny, Via Waterford, Republic of Ireland, unakbwalsh@gmail.com, 0858138191, Skype contact: unawalsh95

**SKILLS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Brochure Design, Technical Writing, Graphic Design, Database, Power Point, Microsoft Word, Creative Writing,
* Languages – French (Leaving Certificate) and Irish (Conversational & Leaving Cert)
* Acted as Secretary of U.L. Law Society and U.L. Debating Society for 2014/2015
* Excellent interpersonal, organizational Professional skills, with a quick learning ability and capability in fast-paced stressful situations.
* Good people person as I had to interact with people from across the world when working in Bubba Gump Shrimp on the Santa Monica Pier
* Completed the Food Safety Handler’s Course in America for me to be eligible to work in a restaurant

**EDUCATION :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bachelor of Laws in Law, Minor in Cultural Studies Graduating 2018**

School of Law, University of Limerick, Co. Limerick, Republic of Ireland

* GPA 3.2

**Secondary School**

Scoil Mhuire Greenhill, Carrick – On – Suir, Co. Tipperary, Republic of Ireland

* Received Honours in both Junior Certificate and Leaving Certificate Cycles

**EXPERIENCE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Host/ Kitchen Expo, Bubba Gump Shrimp Restaurant**

301 Santa Monica Pier, Building 9, Santa Monica, California, United States

* Prepared ingredients for the daily meals sold in the restaurant
* Learned and utilised the different garnishes and details that accompanied each dish
* Interacted with guests both inside and outside the restaurant in serving food and guiding guests to their tables
* Ran the food to customer tables then removed dirty dishes to the kitchen to be cleaned
* Re-set and cleaned tables after each party had left their seating
* Took reservations and put guests on the waiting list at the front of the restaurant

**Administrative Assistant, Danske Bank,**

International House, IFSC 1, 3 Harbourmaster Place, Dublin, Republic of Ireland

Worked from May 2016 to January 2017

* Aided all colleagues with various different tasks
* Analyzed and created customer profiles based on customer data and accounts which were used in Credit meetings
* Edited and drafted legal documentation such as legal instruction sheets in order to initiate legal proceedings
* Created and edited data on Excel Spreadsheet

**Legal Assistant, H.D. Keane Solicitors:**

22 O’Connell Street, Waterford City, Republic of Ireland

* Carrying out correct photocopying, filing paperwork
* Archived last will and testaments in the firm’s archive
* Ensuring safe delivery of documentation to Waterford Court House, and sorted and recorded all post received by the firm

**Teaching Assistant, Carrigeen National School,**

Carrigeen, Co. Kilkenny, Via Waterford, Republic of Ireland

* Aiding teachers by interacting with students, helping with extra work, correcting homework and photocopying lesson material.
* Teaching younger pupils how to read
* Supervising the school yard as part of a team during break time
* I also successfully planned, organised and instructed a Junior Infant P.E. class

**Volunteer, Mooncoin Drugs Awareness Programme & Mooncoin Badminton Club**

Mooncoin Boys School, Mooncoin, Co. Kilkenny, Republic of Ireland

* Mentored sixth class students on the dangers of substance abuse
* Trained Under 11 Badminton players the rules and techniques of the sport

**EXTERNAL EXPERIENCE & HOBBIES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Secretary of the Debating and Law Societies in the University of Limerick
* Reading, horse-riding, badminton, gym, writing, running
* Received a Bronze Gaisce Award in 2012, a volunteering and skills programme and competed in County Badminton Competitions
* Nominated for Student of the Year in 2008 in secondary school
* Self-taught myself how to play the guitar
* Avid debater and travelled to Cambridge University to represent the University of Limerick