

Valentyna Chekanska

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PROFILE

I am a hardworking and dedicated individual with a 2.1 BCL degree from University College Dublin. I am currently doing a Masters Programme in UCD, LLM International Commercial Law. I recently passed 8 FE1 exams in 2 sittings. I have experience working in different areas of law such as conveyancing, licencing and litigation. While working in these areas I gained analytical, organisational and interpersonal skills which will help me build my career as a lawyer. I am persistent, responsible in everything that I do and strive for new challenges and experiences.

SKILLS

- **Multilingual:** Fluent in English, Russian and Ukrainian, very basic understanding of Spanish.
- **Interpersonal and Communication:** I can interact with clients and address their needs, enjoy working in a team.
- **Analytical:** I can do independent research, pay attention to detail, solve problems as they arise.
- **Organisational:** I can efficiently manage time to fulfil tasks on time. I succeeded in balancing two jobs and college at the same time.
- **Technology:** Have great knowledge of expd8 case management system and minimal knowledge of expd8 accounts.
- **Problem solving:** I developed great problem-solving skills while working at the office and dealing with different situations.

WORK EXPERIENCE

Grant & Company Solicitors, Drogheda

June 2014 – Present

Work Experience/Legal Secretary

Responsibilities:

- Closely worked with a solicitor on a sale of a €6M hotel. Prepared and collected closing documentation such as planning permissions, declarations and maps. Registered a Wayleave in the Land Registry and dealt with queries.
- Prepared files for closing and drafted all relevant documentation such as Family Home Declarations, Non-Principal Private Residence Declarations and Solicitor's letters of undertaking.
- Independently researched the procedure for applying for a special exemption order and renewals of other licences.
- Drafted dancing licence, ad interim, certificate of transfer and special exemption order applications. Served applications and supporting documentation on relevant notice parties.

- I worked on a High Court case which concerned trespass to land. I was given a duty to prepare a brief (over 150 pages long which was positively commented on by several Barristers). This required me to use my organisational skills to choose which documents had to be included and divide the brief into a number of sections.
- Drafted Share Certificates for investing shareholders based on information provided by Company Director.
- Organised the physical file and kept track of signed documentation from each shareholder.

Windmill Stores, Drogheda

July 2013 –July 2016

Shop Assistant

Responsibilities:

- Worked at the till, stocked shelves, dealt with deliveries, did cash lifts and general cleaning duties.
- Engaged with each customer, dealt with complaints, noisy teenagers and at times thieves.
- I learned how to work well under pressure as there was limited staff in a busy environment with a large number of tasks to be completed within a small amount of time.

Patrick M. Goodwin & Co Solicitors, Drogheda

May 2013 – September 2013

Work Experience

Responsibilities:

- The firm was largely dealing with criminal law and I attended the District Court twice a week observing various cases.
- Majority of my duties included photocopying large briefs, filing, lodging cheques, answering the phone, writing letters to clients.

St Oliver's Community College, Drogheda

June 2011

Exam Attendant

Responsibilities:

- Assisted in the efficient and smooth running of the exams.
- Aided the exam supervisor in distributing and collecting exam papers.
- Dealt with and provided relevant information to students' queries.
- Supervised and ensured the compliance of exam rules.

EDUCATION

University College Dublin

September 2017 – August 2018

LLM, International Commercial Law

Semester 1: Corporate Governance
Law of the ECHR
Patent Law

Semester 2: Law of International Finance
International Tax Law
Trade Mark Law

University College Dublin

September 2012 – June 2016

Bachelor of Civil Law (BCL)

2:1 GPA 3.37

Fourth Year Results - Stage GPA 3.48

Italian General Purposes 1 (CEFR A1.1)	A
English Public Law	A-
Sports Law	A-
Administrative Law	B+
Environmental Law and Policy	B+
Industrial Relations Law	B
Consumer Law	B
English Land Law	B
History and Theory of Penal Reform	B-
Equity and Trusts	C+

Third Year Results - Stage GPA 3.25

Family and Child Law	B+
Matrimonial Law and Reliefs	B+
Evidence Law	B
Intellectual Property Law	B
Commercial Law	B
Employment Law	B-
Jurisprudence	C+
Media Law	C+
Criminological Theory	C+
International Human Rights	C

Second Year Results - Stage GPA 3.42

Food Diet and Health	A
Information Behaviour	A
EU Law	B+
Criminology: Criminal Justice and Penology	B-
Company Law	B-
Criminal Law	B
Property Law	C+
Public International Law	C

First Year Results - Stage GPA 3.33

Introduction to Psychology	A+
Civil Procedure	A-
Criminal Procedure	A-
Contract Law	B+
Law and Legislation	B+
General Introduction to Legal Studies	C+
Spanish General Purposes 5 (CEFR B1/B2)	C+
Constitutional Law	C+
Tort Law	C-

**St. Oliver's Community College, Drogheda
Leaving Certificate**

**September 2007 – June 2012
555 points**

Subjects Taken (Higher Level):

Russian	A1	Chemistry	A2	Spanish	B2	Physics	B3
Biology	A1	Agricultural Science	B1	Mathematics	B3	English	C2

ACADEMIC ACHIEVEMENTS

- Received a Certificate of Completion for a Law Society MOOC, Employment Law in the Digital Era.
- UCD entrance award in 2012 for high Leaving Certificate points.
- Chosen to represent St Oliver's Community College in Chemistry and Physics in the final of Irish Sciences Olympiad in DCU on the 3rd of March 2012.
- Mathematics award in 2012 for best mathematics student in the class.
- Class student of the year award in 2008 for overall performance in all subjects.

EXTRA-CURRICULAR ACTIVITIES

- I recently joined a gymnastics club in UCD which is a brilliant sport that teaches focus, perseverance and discipline.
- I completed a 7km obstacle course (Hell and Back) in September which was very challenging but enjoyable.
- I have frequently assisted one of the solicitors I worked for in a service called “Meals on Wheels”. This service has been in operation for over 40 years and consists of preparing and delivering hot meals to elderly and incapacitated people in the local community.
- I participated in a fundraising project organised by The Drogheda Rotary Club. The Remembrance Tree project collected money for 4 local charities.
- Occasionally I play the piano in spare time which helps me to relax.

REFERENCES

- Available upon request.