**Ellie Williamson**

**Location: Limerick, Ireland.**

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| **Professional Profile** |

Self-motivated and performance driven Law and French student who consistently achieves and exceeds expectations through leadership of complex and personal projects which shows a prevalent nature of high initiative. Possesses strong analytical and problem-solving skills with the ability to make well thought out pragmatic decisions. Successful in building and motivating dynamic teams. Highly courteous, empathetic, and proactive in dealings with others.

**Highlights**

* Studied in Toulouse as part of the Erasmus Programme.
* Emphasis on efficient and effective methods of working.
* Strong work ethic and stress resilient.
* Certificate in First Aid.
* Competing in sports such as Camogie, Gaelic Football and Irish dancing

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| **Education**  |

University of Limerick LLB Law and French Student (2021-2025) 1st Year 2:1

 2nd Year 2:1

 3rd Year 2:1

 Laurel Hill Coláiste FCJ Limerick (2016-2021) Achieved 589 points in the Leaving Certificate

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| **Professional Experience**  |

**Avolon Aerospace Leasing Limited**

Position: Corporate Legal Intern Period: July 2023 – December 2023

***Roles Responsibilities and Experience***

I completed a six-month internship in the Corporate Legal Department of Avolon, which I was delighted to accept, as it was very well aligned with my career aspirations. In this role I filed various corporate documents. I maintained and updated entity information such as director and share registers. I submitted multiple CRO filings. I completed KYC requests through gathering and creating register of directors, register of members and share chart documents. I executed due diligence forms. I submitted UBO filings on the RBO website for new Avolon entities and directors. I worked very closely with the finance and corporate legal teams and aided them regularly. I worked on the preparation of multiple bonds in which I got the opportunity to see a bond launch, I was part of a deal team and fortnightly had to present to them updates of the progress. I also got to be included in on-going legal action in regard to Russia and insurance claims. In addition, I was fortunate enough to be given the chance to run an Irish merger project which was initially a highly ambitious goal Avolon set out at the start of the year. Participating in Corporate Legal projects also gave me the chance to join other committees such as D&I, IFE CARE and FFP.

**Ger O’Neill & Co Solicitors**

Position: Intern Period: November 2019 to December 2020

***Roles Responsibilities and Experience***

In my role at O Neill & Co Solicitors my tasks included dictation, filing, and secretarial tasks such as photocopying and answering phones. In addition, I complied briefs to counsel, liaised with clients regarding their court documents. I submitted booklets of pleadings and liaised with clients as well as opposing counsel.

**Other Work Experience**

Brown Thomas, Limerick. September 2022-May 2023 (Luxury Sales Assistant) Part Time

Master Chef, Limerick September 2021- September 2022 (Waitress) Full & Part Time

Kellog’s Cúl Camps June 2021 – August 2022 (Coach) Part Time

Penney’s, Limerick October 2019 – January 2020 (Sales Assistant) Part Time

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| **Additional Information**  |

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| **Skills** | * Proficient in all common Microsoft applications
* Strong verbal and written communication skills.
* Data visualisation skills
* Strong experience and keen interest in the Aviation industry
* Strong interpersonal skills
* Excellent organization skills
* Great ability to work under pressure.
* Understand the importance of team work as well as performing autonomously.
* Able to adapt to changing situation quickly.
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| **Languages** | * English (Native)
* French (Currently studying as part of my degree)
* Irish H1 in Leaving certificate (Fluent)
* Spanish H1 in Leaving certificate.
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| **Accomplishments** | * U18 county award from Parteen Camogie Club. (2017)
* Won a bronze GAISCE Presidents Award.
* Volunteering with various charities, including Sonas, Aoibhneas and Saoirse.
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| **Volunteering** | * Volunteered in an After-School Club in Moyross (2023)
* Renovated a Women and Children’s Domestic Violence Crisis Centre
* U10’s Camogie Coach Assistant (2021-2023)
* Secondary School Buddy Scheme (2019-2020)
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References Available Upon Request.