

**Rebecca Flanagan**  
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## **EDUCATION**

**2019 - 2023**                      **Bachelor of Law and Business, University of Galway.**

## **WORK EXPERIENCE**

**2016 – Present**                      **Kavanagh's Supervalu, Claremorris, Co. Mayo.**

### **Duty Manager:**

- Resolve customer complaints professionally and efficiently;
- Answer the phone, take orders, and fulfil home deliveries;
- Accountable for cash management on the tills every day and reconcile the cash register at the end of the day;
- Open and close the supermarket daily ensuring all products are fresh and of merchantable quality for customers;
- Trained 5 new employees and supervise employees whilst on duty.

**June 2022**                      **Reddy Charlton LLP, 12 Fitzwilliam Place, Dublin 2.**

### **Summer Intern:**

- Prepared for client calls and meetings where I took attendance and assisted with the Partner of the Department;
- Registered charities online on the Charity Regulator website for the renunciation of wills;
- Drafted Deeds of Renunciation, CCTV Data Protection Policy, Notice for Particulars, and letters to counsel and clients;
- Reviewed CCTV footage and drafted report on incidents for personal injuries claims;
- Researched pyrite exemptions, general employment permits and the Sick Leave Bill 2022; and
- Requested letters re roads and services, collated briefs for counsel and bound them with the machine.

**2021 – 2022**                      **Philip Lee LLP, Connaught House, One Burlington Road, Dublin 4.**  
**University of Galway's nine-month Professional Workplace Programme.**

### **Legal Intern in Property Department:**

- Assisted in the sale of new development builds for and on behalf of Developer clients;
- Assisted in the management of a large portfolio of social housing units for and on behalf of private institutional clients inter alia liaising with clients in relation to weekly update reports and finalisation and dealing of long-term leases with local authorities;
- Assisted in the acquisition of a large social housing portfolio through an acquisition of SPA's for and on behalf of a private institutional client;
- Raised and responded to Pre-Contract Enquiries in respect to new and second-hand residential units; and
- Drafted Declarations, Building Agreements, Contracts for Sale and Short- and Long-Term Leases.

### **Legal Intern in Litigation/Healthcare Department:**

- Assisted in the preparation for a 6-day hearing in the Commercial List of the High Court. Prepared and lodged 35 Booklets in relation to same;
- Drafted letters daily to Court, Counsel and Clients;
- Drafted and filed Books, Affidavits, Appearances, Exhibits in the District Court, High Court and Court of Appeal;
- Researched niche areas of law and advise clients of the same. Worked on high-profile projects; and
- Attended and took attendance of meetings with clients and counsel.

## **ACHIEVEMENTS**

- Completed Kennedy's Commercial Law Virtual Work Experience Programme in September 2022.
- Participated in the Law Society's MOOC on Employment Law & Remote Working in June 2022.
- Achieved the University of Galway Employability Award 2021/22.
- Vice President of Competitions for ELSA, University of Galway 2021/22.
- Awarded a digital badge for completion of the University of Galway's GDPR course in June 2021.
- Finished the OHANA Suicide Awareness training in January 2021.
- Partook in the Matheson Virtual Experience Programme in November 2020.

## **REFERENCES**

- Harry O'Malley, Associate, Property Department, Philip Lee LLP: [homalley@philiplee.ie](mailto:homalley@philiplee.ie)
- Damien Hall, General Store Manager, Kavanagh's Supervalu Claremorris: [damien.hall@kavanaghgroup.ie](mailto:damien.hall@kavanaghgroup.ie)