**Curriculum Vitae**

**Name:** Sarah Holmes

**Address:** 41 Gainsborough Green, Malahide, Co. Dublin, K36 H680

**Date of Birth:** 14 June 2001

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**Summary**:

I am a responsible individual who is keen to begin a career in the legal sphere. I am a final year BCL (Law and Society) student at Dublin City University. I achieved a 2.1 grade average in first year and successfully maintained this grade in second year. As part of my third year, I completed an 11 month internship in the Central Bank of Ireland.

My strengths include reliability and punctuality and I consider both of these to be very important attributes. I have excellent communication and team working skills, and I enjoy interacting with fellow students and lecturers. I am an enthusiastic person and have a high learning curve.

**Education**:

**2019 – Present**: Dublin City University, Collins Ave Ext, Whitehall, Dublin 9, D09 W6Y4.

BCL (Law and Society)

Results:

Overall average, 2.1.

Notable results include, Foundations of Law and Legal Research 75

International Human Rights Law 74

Advanced Property Law 73

Critical Approaches to Law 73

Constitutional Law 70

Law and Dispute Resolution 70

**2013 – 2019**: Malahide Community School, Broomfield, Malahide, Co. Dublin, K36 PR28.

Results:

Junior Certificate, 11 honours.

Leaving Certificate, 476/625.

**Work History**:

**August 2022 – Present** (weekend and holiday work): Wait staff.

Seomra Tae, Malahide

Responsibilities include:

* Keyholder position.
* Preparing drinks to a high standard.
* Greeting guests and waiting tables.
* Ensuring the smooth running and cleanliness of the cafe daily.

**September 2021 – August 2022** (full time): Legal Intern.

Regulatory Decisions Unit (RDU), Legal Division, The Central Bank of Ireland.

Responsibilities include:

* Assisted case teams and inquiries by drafting letters, formulating draft actions and decisions lists, circulating correspondence updates to internal and external parties, managing a master correspondence table, and filing emails.
* Participant of a working group on the Individual Accountability Framework Bill.
* Liaised with internal and external stakeholders, including counsel and external legal advisors.
* Collated information from a number of sources, prepared and formatted a table for use by the Inquiry Members in an Administrative Sanctions Procedure Inquiry.
* Created a Fitness and Probity Handbook, identified relevant important documentation for inclusion, designed and formatted the handbook.
* Drafted pieces to be published on the Central Bank’s official website.

**August 2019 – August 2021** (weekend and holiday work): Barista.

Insomnia Coffee Company, Malahide.

Responsibilities include:

* Preparing drinks and food to a high standard.
* Sole responsibility of opening the store.
* Operating a till in both cash and card.
* Reconciling the till at close.
* Ensuring the smooth running and cleanliness of the store on a daily basis.

**July 2014 – July 2019** (weekend and holiday work): Sales Assistant.

Spar, Dorset Street Lower.

Responsibilities included:

* Operating a till in both cash and card at busy times.
* Weekly stock taking.
* Customer service.

**Achievements**:

* Bravo award in recognition of exemplary work during my time in the RDU, 2022.
* Certificate in recognition of excellent attendance, 2018.
* Bronze Gaisce Award, 2017.
* Successfully advocated for a review into the refusal to award Colonel Pat Quinlan and the 155 men from “A” Company medals for the Siege of Jadotville.

**References**:

Ms Claire McLoughlin

Head of Function, Regulatory Decisions Unit, Legal Division, Central Bank of Ireland.

Tel: 086 159 6661

Thank you for reading my CV. I would be grateful if you would consider me for any positions you may have available.

Thank you,

Sarah Holmes.