**Sophie-Leigh McLaughlin, 4th Year LLB Maynooth University**

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**OBJECTIVE**

I am a final year law student seeking an internship with Byrne Wallace. In September 2022, I passed the Property FE-1 Examination and will sit three further FE-1’s examinations in March. I am proficient in Microsoft Office, Google Suite, the Voyager Infinity Database and ALB Practice and Case Management Software, developing these skills from both my university studies and employment experience.

**EDUCATION**

**Maynooth University, L.L.B. Candidate**

September 2019 – Present

**EMPLOYMENT**

**Aston Bond Law Firm, Slough, UK – Work Experience Assistant**

5th September 2022 – 16th September 2022

* The departments I worked with included Residential Conveyancing, Commercial Conveyancing, Employment, Litigation, Wills & Probate.
* Client meetings were a daily occurrence in each department and my involvement included noting minutes and drafting correspondence on behalf of clients amongst other ancillary duties.
* This opportunity gave me an insight of what one should expect working as a young solicitor. I learned the importance of team cooperation, time management skills and understanding how to prioritise various work activities.
* The hands-on approach of the internship ensured I was informed on many legal matters and especially the delicate nature of employment disputes. The work gave me an understanding of each stage of the decision-making process as it related to the law.
* I always maintained a high level of confidentiality and integrity in my work and felt I thrived in this working environment.

**Worldwide Education Recruitment, Langley and Liverpool UK –**

**Compliance & Human Resources Officer**

10th June 2022 – 30th August 2022

* Under the Compliance Department, I worked as part of a team in Worldwide Education’s Head Office in Langley and their regional office in Liverpool.
* My Human Resources, Compliance and Safeguarding duties included vetting checks, file processing and reviewing contracts and policies.
* Daily responsibilities included prioritising tasks, meeting deadlines, and improving IT skills.
* This opportunity allowed me to improve my attention to detail and gain an ability to correctly apply policies and procedures to real-life scenarios.
* The role helped me develop excellent communication and risk assessment skills.
* Risk assessment taught me how to navigate delicate situations to provide a fair outcome for the client, the staff member, and the company.

**The Wishing Well Gastro Pub – Front of House Staff**

30th June 2020 – 3rd October 2021

* This role included event management, staff inductions, payroll and service provider management. I utilised and developed my customer service skills to solve queries in a timely manner while also escalating issues as appropriate to the proprietor.
* Working in hospitality required excellent communication skills, a strong work ethic, and an ease in working as a member of a diverse team.
* My role also provided the opportunity to volunteer for Meals on Wheels giving me a first-hand appreciation of how corporate social responsibility can positively impact the community and the standing of the business within that community.

**STUDENT VOLUNTEERING**

**Maynooth University – Student Ambassador**

September 2020 – Present

* I act as a positive student representative for Maynooth University and have provided several published student experience testimonials relating to student life and my own personal journey in gaining my degree.
* By acting as a point of contact for both prospective and current students, I have developed and improved my communication, presentation, and teamwork skills.

**EXTRA CURRICULAR ACHIEVEMENTS**

* Published Author of The Golden Thread, MU Law Society's Annual Law Paper.
* Auditor of MU Literary & Debating Society.
* Best Speaker of MU FLAC Johanna Airey Moot Court Competition 2022.
* Literary Convenor of MU Literary & Debating Society.
* Kennedys Law Commercial Law Virtual Experience Programme.
* Chartered Institute of Arbitrators ADR Student Experience Programme.
* Clifford Chance Cyber Security Virtual Internship.
* Clifford Chance Business and Human Rights Virtual Internship.
* Slaughter & May Virtual Insight Programme.
* Leo Cussen Human Rights Law Virtual Internship.
* PWC Corporate Tax Virtual Case Experience.
* The Irish Board of Speech & Drama Elocution Proficiency Exam (Distinction and Medal Awarded).
* The Irish Board of Speech & Drama Public Speaking Proficiency Exam (Distinction and Medal Awarded).
* The Irish Board of Speech & Drama Reading Final Exam (Distinction Awarded).