ALISHA SAFDAR

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**EDUCATION**

Bachelor of Laws, Maynooth University (2.1) September 2021 – 2025

Leaving Certificate June 2021

**RELEVANT EXPERIENCE**

**Peer Mentorship Programme September 2024**

* Training starting from September 2024 and programme to be undertaken during semester 1.
* Voluntary role involving mentoring incoming first-year students at Maynooth University.
* Acting as a support system for students, conducting tours and being a welcoming presence.

**Micro Intern at Maynooth University’s Law Department June 2024 – July 2024**

* Summer internship included working a part of a team under a mentor.
* Tasks included researching alumni, sorting, compiling and analysing sensitive data about their salaries and employment status, drafting a report of the findings and presenting them to colleagues.
* Teamwork skills gained whilst working alongside professional to produce findings.
* Written and verbal communication skills gained by engaging with team over e-mail and Microsoft Teams.
* Attended Microsoft Excel workshop to upskill and constantly improve.

**Lombard Cullen & Fitzpatrick Solicitors April 2024**

* Communicated and collaborated with a team of professional solicitors in a firm.
* Responsibilities included reading confidential cases to then research statute and case law relating to the key issues to use in the client’s favour, creating a concise report of the findings and contributing to detailed discussions about the case facts with team.
* Drafted certificate titles for probate cases and compiled documents such as folios, searches and family home declarations.
* Filled out invoices for the firm and compiled them in an organised manner.
* Ensured full confidentiality of sensitive information regarding clients.
* Attended District Court sitting with team to gain familiarity with court proceedings.

**FLAC Mentorship Programme October 2023 – April 2024**

* Mentored a first-year law student as part of the FLAC Mentorship Programme.
* Responsibilities included editing, reviewing and correcting assignments.
* Supported the student, answered queries, and conducted face-to-face meetings.
* Voluntarily acted as a support system for another student.

**Law Society Representative at Maynooth University September 2023 – April 2024**

* Organised and hosted events for the society alongside fellow committee members.
* Built relationships with fellow students, gained a sense of community and became a welcoming presence for peers.
* Collaborated with other societies.

**Cashier/Waitress June 2021 – January 2024**

* Worked on my own initiative as well as with a team.
* Supported and trained other team members.
* Communicated with customers regularly in person and on the phone.
* Served customers professionally and efficiently in a fast-paced environment.
* Dedicated to customer satisfaction by ensuring their needs were met to a high standard.

**ACHIEVEMENTS**

* **State Subject Award for Junior Certificate History, 2019.**
* **Matheson Commercial Law Virtual Programme, 2023:**

Analysed non-disclosure agreements, provided clients with clear explanations of complex legal issues and drafted legal advice notes.

* **FLAC Training Session Certificate, 2023-2024:**

Voluntarily attended training sessions for better insight and understanding of Criminal law, Employment law and Landlord & Tenant law.

**IT SKILLS**

* Microsoft applications: Word, Excel, PowerPoint, Teams and Outlook.
* E-mail services.