**Anna Vaughan**

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**SUMMARY**

A highly driven law graduate who is motivated to succeed in a fast-pace commercial law firm. My legal work experience has attracted me to business law, where I feel that the skills I have gained from my degree, work and other activities will be highly valued.

**SKILLS**

*Leadership and Responsibility:* I have represent my sports teams as captain on a number of occasions and I have mentored first year law students at university. I was responsible for helping twenty students, a challenging job which I enjoyed immensely.

*Communication skills:* I have strong written and oral communication. Since completing my degree and placements I have had exposure to clients and developed an empathic approach to professional conduct. I am a good listener and pay close attention to what the other person is saying; I developed this as a part-time sales assistant.

*Commercial awareness and organisation:* As a legal analyst and sales assistant I developed excellent customer service skills and raised my awareness of business concerns in both retail and commercial environments. I have acquired good time-management skills, juggling academic work with voluntary and extra-curricular commitments, which has also required consistent discipline and motivation.

**EDUCATION**

**International Commercial Law (LLM) | University College Dublin**

**September 2018 - July 2019**

Modules Include; Dissertation, International Financial Law, International Commercial Arbitration, Corporate Governance, Regulatory Governance, International Economic Law, Media Regulation

## Bachelor of Civil Law (BCL) | National University of Ireland, Galway

**September 2015 – May 2018**

Overall First Year Result – 2.1

## Overall Second Year Result – 2.1

## Final Year Grade – 2:1 (66%)

## Modules Include; Land, Equity, Constitutional, Contract, Tort, EU Law, Criminal, Administrative Law, Intellectual Property, Banking Law, Consumer Law and Policy, International Public Law, International Human Rights, Housing Law and more.

**A-Levels | Assumption Grammar School, Ballynahinch**

**September 2008 - June 2015**

Sociology - A

History - B

Physical Education - C

EXPERIENCE

**Axiom Law Belfast | Contract Analyst**

**May - August 2018**

* + - * I worked on a corporate restructuring project for a leading social media company;
      * Worked with senior management in the Belfast office and took direction from the Chicago office as this was a collocated project;
      * Worked directly with the client stakeholders in the US to deliver exceptional client drive results;
      * Dealt with various contract types; complex financial services documentation to high volume commercial contracts
      * Conducted high volume contract review, data extraction and analysis;
      * Developed my ability to handle multiple tasks simultaneously and improved my attention to detail to provide an excellent run rate with a focus on quality;
      * Confidentiality, data protection and the client’s representation were key in this role

**Clinical Legal Placement | Galway / Dublin**

**January - May 2018**

* + - * Volunteered at the Citizens Information legal clinics making use of my communication and interpersonal skills to help people with their legal problems;
      * Utilised my knowledge of legal databases to complete research on different areas of law and confidently presented to local companies legislative changes which will affect them;
      * Prepared notes on client cases and organised the paperwork for each client;
      * Responsible for proof-reading articles and giving my opinion on publications;
      * Attended court in Galway and the Four Courts in Dublin as a legal assistant to the barrister.

**Footlocker | Sales Assistant**

**August 2016 - January 2018**

* + - * Spending the day communicating with different customers required me to be helpful and genuine.
      * The store attracted diverse people, allowing me to experience and deal with a mixture of personality types in a friendly and efficient manner. Customer interaction improved my interpersonal skills to communicate with my team, clients and the public at large.
      * Retail experience has also taught me to remain calm in stressful situations. The store was extremely busy around the Christmas period with the line often halfway through the store, dealing with customers issues and processing sales all at once. I had to multitask fast to provide a client service. I learnt to remain clam in the fast pace environment.
      * Working on commission allowed me to deploy my innovative side which is germane to the legal profession.

**Arthur Cox | Intern**

**August 2016**

* + - * Gained a better understanding of the corporate sector and the type of firm I want to work for;
      * Developed my soft skills such as team work, communication and commercial awareness;
      * Exposure to how commercial law offices operate and how people communicate with each other in a professional manner;
      * Completed set tasks for interns in the four departments;
      * Assisted partners with research.

**ACHIEVEMENTS AND INTERESTS**

* Free Legal Advice Centre (NUIG): volunteer involved in organising barristers and solicitors to assist in weekly meetings for the public regarding legal issues;
* Volunteer with Habitat for Humanity; I individually raised £2,500 for the charity in 2014 and travelled to Malawi to build houses for the local communities;
* I can use basic ASL sign language to sign with people who have hearing difficulties;
* I play many teams sports which have made me resilient and appreciative of supportive environments; Co.Down Ladies Gaelic team; UCD Netball; Club and School level Camogie and Gaelic;
* I was ranked 13th out of 64 in my undergraduate class;
* I completed the HEAR ME! Scheme at NUIG in relation to communicating with people with disabilities in the work place;
* I am a Irish rugby fan and love attending international matches and provincial games.

**REFERENCES**

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