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| PERSONAL DETAILS  |

Name: Eva Sugrue

Address: Liosderrig House, Glenbeigh, Co. Kerry. V93 XW72

Tel: +353 (0) 87 6853518

Email: evatsugrue@gmail.com

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| PROFILE  |

I am a law graduate from the University of Limerick who has recently completed the Law Society's FE-1 exams. I have a range of experience in conveyancing, litigation and intellectual property law, having worked in a respected commercial law firm as well as at a large commercial bank.

I am a hard-working team player with excellent interpersonal and communications skills, and experience in a variety of legal and commercial environments. I approach every task with a ‘can do’ attitude and seeking to add quality and value.

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| EDUCATION |

2020: **Law Society of Ireland** – Successfully completed Certificate in Technology Law

2020: **Law Society of Ireland** – Successfully completed all FE-1 exams

2012 – 2016: **University of Limerick** – LL.B. (Hons.) (Bachelor of Laws, Level 8 Law Plus Degree)

2006 – 2012: **Intermediate School Killorglin** – Leaving Certificate

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| PROFESSIONAL EXPERIENCE |

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| **Legal Executive** | **Bank of Ireland** | **November 2018 – September 2019** |
| * Worked in Bank of Ireland's Securities Operations team.
* Worked within set procedures and ensured compliance with data protection legislation, privacy and information security requirements.
* Reviewed mortgage documents, such as title deeds and contracts, ensured that quality was maintained, and that relevant documents and deeds were stored and filed.
* Produced quality work to agreed service-levels, adhering to service-level agreements (SLAs).
* Updated information systems with document amendments.
* Worked toward regular daily and weekly deadlines and toward special project deadlines.
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| **Corporate Pensions Administrator** | **New Ireland Assurance** | **November 2017 – November 2018** |
| * Worked on the New Business team in Bank of Ireland's life assurance & pensions company.
* Administered a portfolio of defined contribution corporate pension schemes.
* Maintained strong relationships with broker clients.
* Adhered to various SLAs in place for individual brokers and clients.
* Participated in individual and team training.
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| **Hospitality Manager** | **Liosderrig House** | **July 2016 – October 2017** |
| * Managed reservations including taking phone calls from guests and tour operators, responding to emails and logging reservations made through online booking platforms.
* Met with guests, completed check-ins and check-outs, gave advice and recommendations.
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| **Reader** | **State Exams Commission** | **July 2016 – October 2017** |
| * Acted as a reader for junior certificate students with special dispensations.
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| **Food & Beverage Server** | **Buddies Crabs & Ribs** | **June 2015 – August 2015** |
| * Worked for the summer in a restaurant in Ocean City, Maryland, USA while on a J-1 visa.
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| **Legal Intern** | **DFMG Solicitors** | **June 2014 – December 2014** |
| * Drafted cease and desist / solicitor’s letters.
* Carried out trade mark searches and completed trade mark due diligence.
* Compiled booklets of documents for court and issued documents to relevant parties.
* Drafted, finalised and filed affidavits, notices of motion and other court documents.
* Assisted solicitors and barristers in court.
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| **Administrative Assistant** | **FEXCO Group** | **June 2013 – August 2013** |
| * Worked in the Merchant Services team at a leading fin-tech and payments business.
* Distributed post throughout the office and logged work time sheets.
* Managed office supply orders, including allocating and logging purchase order numbers.
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| **Shop Assistant** | **Lyons Checkout** | **June 2011 – November 2012** |
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| **Market Researcher** | **Puck Fair Festival** | **August 2012** |
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| **Holiday Babysitter** | **McCormack Family** | **June2009 – August 2010** |
| IT SKILLS  |

* I am proficient in Microsoft Word, Excel, Outlook and PowerPoint.

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| INTERESTS |

* At university, I was involved in student life and finished in first place in the A&L Goodbody University of Limerick Moot Court Competition in 2015.
* Although I no longer play Gaelic football myself, I continue to pursue a keen interest in the GAA particularly in relation to club life as a member of Glenbeigh-Glencar GAA Club.
* I am an avid reader and book club member/convenor.
* In my spare time I enjoy baking, and I love trying out new recipes.

**REFERENCES AVAILABLE ON REQUEST**