**Feyi Alabi**

*Dublin, Ireland* • *353871671453* • *Feyisetan.alabi2@mail.dcu.ie*

A graduate with a degree in Civil Law and months of part-time experience and volunteering. An inspired young professional with a flair for ingenuity and innovative problem solving. An excellent organiser who can prioritize and coordinate. Communicative and engaging, will assimilate and adapt quickly, follow direction, and serve internal and external clients with poise and professionalism. Searching for a genuine opportunity in a high-level corporation where cross-training is encouraged and staff satisfaction is vital.

**Areas of Expertise**

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| * Client Interactions
 | * Document Control
 | * Business Technology
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| * Project Participation
 | * Office Administration
 | * Microsoft Office
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**Education**

**Leaving Certificate - 445 |**St. Raphaela’s Secondary School, Stillorgan, Co Dublin, 2012

**Bachelor of Civil Law Hons. (Law and Society) 2:1 |** Dublin City University,Dublin, Ireland, Nov 2015

*Some Relevant Coursework: Foundations of Law and Legal Research, The Irish Legal System, Irish Constitutional Law, Comparative Law, Company Law, European Union Law, Public International Law, Contract Law, Intellectual Property Law, Healthcare Law and Society, Property Law, Equity & Trusts Law, The Law of Torts, Employment Law.*

**Awards & Distinctions**

*Active Member of the DCU Free Legal Aid and Advice Center (FLAC) Society, Active Member of the DCU Law Society, Higher Level Silver Medal Awardee, Academic Achievement Award Recipient, National Dairy Council Advertising Campaign Representative*

**Experience Highlights**

**LawPlus solicitors,** Bray, Co**.,** Wicklow, Ireland, Jun 2015 to Aug 2015

**Legal Assistant**

***Key Accomplishments:***

* Performed legal research for Solicitors as related to relevant legislation.
* Drafted briefings and prepared other court documents for Solicitors in the litigation and conveyancing departments.
* Liaised with clients daily regarding cases and queries.
* Managed administrative tasks and proficient in the use of case management system.

**Community Leadership**

**BREAKFORTH** Co. Dublin, Ireland, April 2015 to Present

**Coordinating/Sponsorship Assistant**

* Spearheaded the United Nations International Day of the Girl Child project in Ireland, and other projects, coordinating with Breakforth.
* Collaborated with Girls Arise, Breakforth and the Sickle Cell Initiative for Youth Projects to hold the United Nations International Youth Day program.
* Responsible for organizing and moderating the annual “Girls Arise” conference with an aim to promote the education and economic empowerment of women and girls in developing nations hosting 40 women and girls providing workshops for education.

**SUAS EDUCATIONAL DEVELOPMENT,** Dublin, Ireland, Oct 2014 to Dec 2014

**Literacy Mentor**

* Provided mentorship and tutoring for three pupils in a delegated primary school for an intermediate level of written and spoken English.
* Encouraged pupils with learning difficulties utilizing activities which enabled them to retain the information better.

**global briGaDes ireland (DCU chapter),** Dublin, Ireland, Sep 2013 to Jun 2014

**Public Health Volunteer**

* Selected to travel to Ghana as a member of a public health and medical aid brigade.
* Coordinated public health events such as education workshops and free medical clinics.
* Aided medical personnel in providing vaccinations, health screenings and administering medicines to a community of approximately 800 adults and children.