**Hannah Varley**

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Mobile: +353(83) 1813360 Home: +353(93) 51581 Email: hannahvarley93@gmail.com

**Education:**

 **Law Society of Ireland (FE-1 professional exams) *2016-2017***

Have passed contract, equity, property, criminal and tort. Aim to sit remaining FE-1s this coming Spring

**Bachelor of Civil Law International- NUI Galway, upper 2.1 honours *2011-2015***

* Awarded NUIG Scholar Award 2012 and 2013
* Joint 1st Place Class Ranking Academic Year 2011-2012
* Awarded “All Ireland Scholarship” funded by J.P. McManus Foundation for duration of degree

**l’Institut d’Etudes Politiques, Aix-en-Provence, France (Erasmus Year) 2013-2014**

* Erasmus year in the South of French, studied modules across a broad range of topics including International Relations, French Politics, Law and Human Rights

**Dunmore Community School, Co. Galway (555 points) *2005-2011***

* Higher Level: English A1, Geography, A1, History, A1, French, A2, Biology A2, Irish B3, Math C2
* Awarded Best Leaving Certificate Award 2011 by Dunmore Community School

**Work Experience:**

**International Project Officer, GDSI Limited, Parkmore, Galway *Jan 2016-* *Present***

* Working in the business development department Identifying, analyzing and pursuing calls to tenders
* Negotiating consortium and financial agreements with partner companies
* Drafting of ‘pre-bid’ contracts
* Preparing expression of interests
* Liaising with clients including the EC, World Bank, Asian Development Bank, UN, DFID and other bi-lateral and multi-lateral donors
* Preparation of required tender documents (proof-reading, printing, filing, binding), general admin, etc
* Recruiting project experts, ensuring CVs are authentic etc
* Working on multiple tenders at the same time demonstrating ability to prioritize, multitask, outline time-frames and work to strict deadlines

**Intern, Office of the Director of Public Prosecutions, Dublin *Jan’15- April’15***

* Undertook internship in the office of the DPP as a final year module
* Worked in the policy unit of the office, shadowing solicitors
* Authored judgement summaries which were published in the DPP’s internal journal
* Conducted in depth research of complex legal issues
* Attended Court Proceedings in the Criminal Courts of Justice, Dublin
* Received a first class honours grade

**Sales Advisor, Pulse Accessories, Galway Shopping Centre *Sep’14- Dec’14***

* Achieved and exceeded daily and weekly sales targets; Honed my sales and link selling techniques

**Sales Assistant, Sheridan’s shop, Milltown, Co. Galway *Sep’08-Aug’13***

* Reconciled cash on daily close of business; Responsible for training numerous members of new staff

**Skills:**

**Verbal and Written Communication**

* Written skills honed in the office of the DPP with extensive legal writing guidance from the office
* Excellent verbal and written communication skills honed through my work in GDSI constantly liaising with our partner companies and clients via email/skype/in person, through representing and presenting the company at conferences

**Teamwork**

* Enjoy working as part of a successful and dynamic team at GDSI
* Enjoyed collaborating with my fellow intern in the office of the DPP to produce a high quality body of work

**Languages**

* Can confidently speak conversational French thanks to an Erasmus year studying in the south of France
* Solely responsible for bidding for projects tendered through French in GDSI

**Computing**

* Competent on Microsoft Office, Word, Excel, and PowerPoint etc; Adaptive learning ability
* Average typing speed 70 wpm +
* Proficient at using various online legal databases including Westlaw, Lexis Nexis, Justis etc.

**Problem Solving**

* Demonstrated ability to prioritize and multi-task to meet unexpected deadlines in GDSI

**Interests:**

* Traditional Irish Music- Play the accordion; Have competed as part of a trad band at all-Ireland level
* Athletics- training for my first 10k run
* Member of NUIG Law Soc and NUIG French Soc whilst in college
* Fundraising for charities such as the Make a Wish foundation each Christmas as part of a Milltown community charity venture

**References**

**Kate Mulkerins Pauric Kenna Kay Gilligan**

Head of the policy Unit Lecturer, School of Law, Manager

Office of the DPP NUI Galway Sheridans Shop

Dublin 7 padraic.kenna@nuigalway.ie Milltown

katemulkerins@dpp.ie Tel: (00353) 91 493230 Co. Galway 0863212281