**Curriculum Vitae**

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**Profile:**

Confident, hardworking individual, who embraces challenges using a solution focused approach. Enjoy working as a part of a team and learning, through exposure and actively contributing to team related tasks. Additionally, highly efficient at individual based tasks where my own autonomy needs to be exercised. Always willing to learn new skills and share my own knowledge base with fellow workers in relation to task experience where appropriate.

**EDUCATION**

**Law Society Fe1s**

* Criminal Law 60%
* European Law 60%
* Sitting: Contract Law, Company Law and Tort Law in October 2023

**Third Level:**

**University Of Galway**

*Law and business – BLB*  September 2020- May 2024

Classification: 1:1

Societies/Clubs: Law, Business, Surfing, St. Vicent De Paul, ALIVE volunteering.

Relevant Coursework:

**1st year modules**

* Management accounting 86%
* Financial accounting 82%
* Constitutional law 57%
* Tort law 74%
* Contract law 68%
* Microeconomics 90%
* Macroeconomics 84%
* Understanding the Law 63%

**2nd year modules**

* Applied Microeconomics 84%
* Applied Macroeconomics 82%
* Company Law 72%
* Cybersecurity 76%
* HR management 75%
* Criminal Law 65%
* European Union Law 68%
* Mooting 66%
* Management 70%

**Secondary School:**

Presentation Secondary School Tralee September 2014 - June 2020

**WORK EXPERIENCE**

Name: RDJ LLP Galway

Duration: Sept 2022 – December 2023

Role: Legal Intern

Core Duties:

* Commercial Litigation: Debt recovery and repossessions.
  + Attending on court proceedings, taking note of all the relevant case advancements, updating the case files, creating memo’s informing solicitors of relevant information.
  + Communicating with clients and defendants.
  + Drafting Civil Bills and writing affidavits.
  + Scheduling discovery.
  + Issuing court documents.

Name: RDJ LLP Cork

Duration: January 2022 – May 2023

Role: Legal Intern

Core Duties:

* General and Commercial Litigation
  + Preparing briefs, motions and other legal documents for court.
  + Conducting medical reviews.
  + Conducting legal research.
  + Scheduling Discovery.
  + Carrying out Social Media searches
* Healthcare
  + Writing memos informing clients of relevant developments in healthcare law.
  + Conducting in depth medical reviews.

Name: Rinka Ireland, Kerry Branch

Duration: Sept 2018 – October 2021

Role: Instructor

Core Duties:

* Designing course content for delivery.
* Implementing novel sporting activities that attribute to fitness and esteem building for children aged 3 to 12.
* Promoting covid compliance, sanitizing working area and ensuring social distancing.
* Supervising and organizing group activities.
* Partaking in business meetings and giving feedback in relation to work improvement processes.

Name: Corrib Oil Dromtacker Tralee Co Kerry

Duration: June 2020 – August 2020

Role: Office Assistant

Core Duties:

* Taking calls and documenting orders.
* Optimizing delivery schedules.
* Providing general upkeep and tidying of the office.
* Meeting and greeting customers and general query solving.

**VOLUNTARY EXPERIENCE**

Name: Galway Autism Partnership

Duration: Sept 2022 – present

Role: Content Designer

Core Duties:

* Facilitating with different events and classes for children and adults with disabilities
* Helping children learn and communicate through art and music classes
* Setting up sensory rooms for Christmas, science week and parent events
* Tailoring all classes to the specialized needs of participates

Name: Camp Community Center Co Kerry

Role: Math’s Tutor

Duration: Jan 2020

Core Duties:

* Delivered math’s tutorials to a group of students with varying abilities.
* Corrected class homework and provided productive feedback.
* Assessed student’s ability and tailored tutorials accordingly.

Name: Berger Primary School Hackney East London

Role: Teaching Assistant

Duration: Jan 2019

Core Duties:

* Maintained a safe learning environment by controlling cleanliness and organization.
* Provided the children with one-to-one help with schoolwork.
* Helped teachers to prepare lessons and activities for the children.
* Supervised children during recess time.

**SKILLS, ACHIEVEMENTS AND INTERESTS**

**Technical:**

* Word
* Excel
* PowerPoint
* Key House
* Mattersphere
* BundleDocs

**Personal**

* Art
* Music
* Languages: Irish/German

**Awards:**

* NUIG Employability Award 2022.
* University of Galway Presidents Award 2023.

**Hobbies:**

* Fitness
* Travelling
* Reading
* Going to social and music events.

**References available on request**