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**Michelle Brennan**

*Date of birth:* 18th December 1991

*Address:* 41 Silverlawn, Navan Co Meath

*Telephone:* 083-414-1019 (Mobile)

*Email:* brennm11@tcd.ie

***Education***

**2012-2016 Bachelor of Law,** Trinity College Dublin.

 *Degree:* A four-year (NFQ Level 8) Honours Degree in Law

 *Main Subjects*: Torts, Constitutional Law, Contract Law, Criminal law, Irish Legal System, Regulation & Legislation, Private law Remedies, Land Law, Administrative law, EU Law, Equity, Constitutional Law 2, Jurisprudence, Evidence, Family Law, Tax Law, Company Law , Medical and Ethical Law

 *Results*: 1st Year: III

2nd Year: II.II

 3rd Year: II.II

**2010-2011 Bachelor of Science (Radiation Therapy),** Trinity College Dublin.

*Degree*: A four-year (NFQ level 8) Honours Degree in Therapeutic Radiography

*Main Subjects*: Anatomy, Physiology, Biology, Chemistry, Physics and Principals and Practice of Cancer Care

*Results*: 1st Year: II.I

*Explanatory Note*: Withdrew from course in order to pursue a career in Law.

**2009-2010 Leaving Certificate 2010,** Instituteof Education, Lower Leeson Street, Dublin 2

 **2004-2009 Leaving Certificate 2009,** St. Michael’s Secondary School, Navan, Co. Meath

*HL Subjects & Results:*  Biology (A1), Business (B1), Agricultural Science (B1), Economics (A2), Chemistry (B1) & English (C1).

***Employment History***

**Registair**

Lower Mount Street Dublin 2

Position Held: Research Assistant

June 2015-July2015

Duties and Skills Obtained:

* Conducted Research and data compiling.
* Learned how to compile data in a useable readable manner
* Learned how to conduct Market research
* Developed and Improved ability to work under own initiative
* Provided regular updates
* Improved ability to manage time effectively and efficiently
* Improved skills with Microsoft excel

**Flynn O’Driscoll Business Lawyers No.1 Grant’s Row**

Lower Mount Street Dublin 2

February 2015-March 2015

May 2015-June 2015

Position Held: Legal Assistant (Internship)

Duties and Skills Obtained;

* Filing legal documentation, including general files, correspondents and billing documentation
* Drafting legal documents i.e. Director Service agreements.
* Drafting KYC documents
* Liaising with clients to obtain relevant information (proof of identity, utility bills etc)
* Filing proceedings in District and High Courts
* Carrying out postal and bank errands
* Secretarial Work, answering phones, queries, greeting clients
* Gained excellent exposure to a wide range of legal practice areas, commercial, corporate, employment and aviation
* Improved legal acumen gained fundamental legal skills

Improved interpersonal and communication skills

**Londis Abbeylands, Navan, Co Meath**

August 2014- February 2015( Part-time weekend)

Position Held: Shop assistant

Duities and Skills obtained:

* Assisted Customers with queries and purchases
* Participated in promotional marketing campaign in newly opened store
* Improved teamwork skills, worked regularly to meet targets, stock shelves
* Managed financial aspects of shop, making floats counting daily takings
* Regularly responsible for ordering stock
* Regularly responsible for replenishing stock

**William Fagans Day Today,** Blackcastle Shopping Centre Navan, Co Meath

7th July 2013 –July 2014 (Part-time)

Position Held: Shop Assistant

Duties/Skills Obtained:

* Assisted customers with their purchases, processed enquiries and built up a rapport with regular clients in the store
* Contributed to re-stocking the store floor, to store tidying and to stock checking in order to ensure the availability and accessibility of store goods to all of our customers
* Gained further experience operating tills, managing company money refunds.

**Penneys (Primark),** Navan Shopping Centre, Co. Meath

*4th July - 4th September 2011* (Part-time)

*21st December - 7th January 2011*(Part-time)

*Position Held*: **Customer Assistant**

*Duties / Skills obtained*:

* Worked diligently to become an integral part of the retail team - promoting and enhancing the sale of goods in-store.
* Assisted customers with their purchases, processed enquiries and built up a rapport with regular clients in the store.
* Dealt efficiently with customers' complaints in such a way as to maintain consumer trust and confidence in the organisation and the Primark brand.
* Contributed to re-stocking the store floor, to store tidying and to stock checking in order to ensure the availability and accessibility of store goods to all of our customers.
* Gained experience operating tills, managing company money and processing vouchers and refunds.
* Placed strong emphasis on developing my time management, organisational and task prioritisation skills in order to ensure that I was able to meet task deadlines without fail.
* Became aware of the importance of maintaining health and safety standards in-store at all times
* Became competent and confident working in a busy retail environment.
* Improved my interpersonal and communication skills through frequent engagement in rounds of correspondence with the company organisational stakeholders.

**Department of Radiation Therapy**, St Luke’s Hospital, Dublin

*14th March - 9th April* 2011 (Full-Time)

Position Held: **Radiation Therapy Undergraduate**

*Duties / Skills obtained*:

* Quickly adapted to working in an unfamiliar setting where precision and accuracy while conducting tasks was an absolute necessity.
* Learned how to quickly consolidate and apply my university education - anatomy & physiology in particular - in order to improve my on-the-job performance.
* Became familiar with the concept of ‘competency standards’ and conducted CPD cycles to enhance the quality of my work.
* Expanded my clinical knowledge considerably through the structured learning modules, reflective assignments, projects and tests provided to me by the RT department; also learned to implement my learning into daily practice in order to help patients to the absolute best of my ability.
* Worked successfully with several different radiation therapists and learned different practical techniques and patient care methodologies from each of them.
* Gained experience assessing patients’ medical notes and learned to isolate information which was of relevance to their radio-therapeutic care.

**Wok Inn Chinese Restaurant and Take Away,** Navan, Co. Meath.

*28th July - 28th September 2008* (full-time)

*October 2008 - November 2009* (part-time)

Position Held: **Waitress / Counter-Assistant**

*Duties / Skills obtained*:

* It was my duty to ensure that all of our customers felt welcomed and appreciated and that any queries or complaints put forward were dealt with in as pleasant a manner as possible.
* Adapted to working in a fast-paced, stressful environment where multi-tasking was a must.
* Improved my interpersonal (including telecommunication) skills and developed my customer service skills.
* It was my responsibility to accept and apologise for any discrepancies made by myself, my co-workers or the kitchen staff with regard to any customer's request.
* Improved my clerical speed and accuracy.

***Extra-Curricular Activities***

* Navan Athletics Club
2003 - 2009
* DU Harrier & Athletics Club
2010 - Present

***Referees***

Professor Liz Heffernan

Lecturer

School of Law

Trinity College Dublin

College Green Dublin 2

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Email: liz.heffernan@tcd.ie

James Duggan

Employer

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College Green, Dublin 2.

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