# Education

**National University of Ireland, Galway** **2011 - 2015**

Bachelor of Civil Law (International) Overall Result 2.1

## Université Montesquieu Bordeaux IV 2013 - 2014

Diplôme d’Études Supérieures en Droit

## St. Josephs Secondary School, Doon, Co. Limerick 2005 - 2011

Leaving Cert – 465 points

**Experience­­­­­­­­­­­­­­­­**

**Legal Intern: Community Law and Mediation** June 2016 – September 2016

* Maintained files for ongoing cases and created and updated office database.
* Conducted research for projects regarding socio-economic rights, with a particular focus on housing and social welfare aspects.
* Adhoc receptionist and administrative duties.

**Corporate Governance Research Associate (French Market): Glass Lewis** March 2016 – June 2016

* Collaborated with the Research Analyst and other team members to produce well-reasoned governance research reports for publicly listed companies on the French Market specifically.
* Analysed company filings, recent news events, summarised proposals and peer-edited French language reports.
* Offered voting recommendations to our institutional investor clients regarding issues such as auditor ratification, board of director elections and capital proposals.

**International Assistance Coordinator (Medical Dept): Mapfre Assistencia** June 2015 – February 2016

* Engaged in a high level of contact with clients, often in difficult and sensitive circumstances whilst meeting standards of customer service excellence specifically in the areas of travel and insurance.
* Took ownership of files from receipt to completion whilst liaising with both internal and external departments.
* Advised clients on policy coverage including declines and the sensitive handling of complaint calls.

**Sales Assistant: Silverwood Jewellery** September 2014 – June 2015

* Responsible for the day to day running of the business including cash reconciliation.
* Experience dealing with customer queries, complaints, returns and repairs.

**Legal Intern: Sheehan & Co. Solicitors** March 2015 – April 2015

* Shadowed the firm’s solicitors at Court and liaised with the Bail’s Office in regards court dates and documents required.
* Familiarised with Keyhouse computer software and assisted at client consultations and office meetings.

# Achievements and Interests

* Volunteer Legal Researcher and member of the Equality Volunteers Network of the Equal Rights Trust.
* Awarded an NUI Galway Presidential Award for volunteering for my role as a Student Connect Mentor to incoming first year law students.
* Represented NUIG as a Student Ambassador from 2013 to 2015.
* Completed the YourTurn Leadership Programme and ECDL course.
* I enjoy playing the violin and cello, socialising with friends, swimming, travelling and fiction novels.

# Skills

* Proficient working knowledge of French and beginners level Italian and Spanish.
* Excellent telephone manner, communication and interpersonal skills as evidenced by my extensive research and customer based background.
* Confident in dealing with complex problems effectively and calmly, particularly where time constraints are at issue. Ability to consistently meet deadlines and work under pressure.

**References**

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| Ailish Williams,  HR Manager,  Glass Lewis,  Limerick  Tel: 061 292 800 | Caroline Keane  Solicitor,  Community Law and Mediation,  Limerick  Tel: 061 536 100 |