`Niamh Fahey

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#  EDUCATION

**Bachelor of Civil Law International (2.1 Honours)** Galway

National University of Galway, Ireland 2011 – 2015

Awarded an NUI Galway Presidential Award for volunteering for my role as a Student Connect Mentor to incoming first year law students.

Proudly represented NUIG as a Student Ambassador in promoting a positive image of the University.

Member of NUIG’s Law and French Societies.

**Diplôme d’Études Supérieures en Droit** Bordeaux, France

*Université Montesquieu Bordeaux IV (Erasmus Year)* 2013 – 2014

**Leaving Certificate (465 Points)** Limerick

*St. Joseph’s Secondary School*2005 – 2011

 **2005-2011**

* Higher Level: English B2, Irish B1, French B1, Biology B3, Business B2, Chemistry C3.
* Ordinary Level: Math A2

#  EXPERIENCE

**Legal Secretary** Limerick

David Sheehan & Co. Solicitors November 2016 – Present

* Proven typing and transcription skills with an average typing speed of 70 wpm, illustrating an ability to turn documentation around quickly and efficiently.
* Responsible for preparation and submission of legal documents including briefs for counsel, showcasing knowledge of court procedures notably in the areas of litigation, family law and debt recovery.
* Tasked with receptionist and general administration duties, inclusive of diary, file and client management.
* Diligent in ensuring strict adherence of files with Anti-Money Laundering Regulations.

**Legal Intern** Limerick

*Community Law and Mediation* June 2016 – September 2016

* Maintained files for ongoing cases with particular emphasis on gaining access to Freedom of Information files.
* Conducted in-depth research for projects relating to socio-economic rights, with a particular focus on housing and social welfare aspects.

**Corporate Governance Research Associate** Limerick **LimerickLimerick**

*Glass Lewis* March 2016 - June 2016

* Collaborated with the Lead Analyst and other team members to produce well-reasoned governance research reports for the French Market specifically.
* Analysed publicly listed companies on CAC 40 and CAC 60 including L’Oreal, Renault, Orange, etc.
* Offered voting recommendations to our institutional investor clients on shareholder and director proposals.
* Consistently hit and exceeded daily targets whilst prioritising unexpected urgent reports.
* Chosen as one of only two team members to peer-edit reports illustrating a keen attention to detail, qualitative research skills and a natural ability to comprehend and summarise complex material succinctly.

**International Assistance Coordinator** Galway

*Mapfre Assistencia* June 2015 – February 2016

* Took ownership of emergency medical insurance claims from creation to completion, ensuring compliance with each respective provider’s policy.
* Actively coordinated with our medical team, airlines, local hospitals and subsidiaries to repatriate injured clients safely and swiftly to the UK/Ireland whilst maintaining an excellent level of customer service.
* Liaised with the Underwriting Team on complex cases and advising clients on policy coverage including declines and the sensitive handling of complaint calls.

**Legal Intern** Dublin

*Sheehan & Partners* March 2015 – April 2015

* Undertook internship in respect of Clinical Placement module and received a first class honours.
* Familiarised with Court practice and procedure in regards to criminal law matters through shadowing the firm’s solicitors at Court and Bail Hearings.

#  SKILLS

**Databases and Management Systems**

* Computer literate in Microsoft Office, Word, Excel, etc. due to several positions in technologically reliant industries.
* Proficient in KeyHouse, Opsis and Millenium Accounts case management systems.

**Communication:**

* Proven track record in communicating both verbally and in writing, in an articulate and concise manner with clients, the Court Services and counsel at David Sheehan & Co.
* Proven ability to deal courteously, professionally, and tactfully with clients in difficult and challenging circumstances as a result of exposure to clients in traumatic and emergency situations whilst at Mapfre.

**Research and Editing**

* Adept at analysing complex material and effectively utilising available research tools to construct high quality and nuanced work.
* Experience proofreading and peer-editing reports at both Glass Lewis and Community Law and Mediation.
* Awarded first class honours in both Year Long Essays undertaken in my penultimate and final years at NUIG.

**Teamwork**

* Enjoyed collaborating with other team members at Glass Lewis to produce well-reasoned governance reports and ensured all feedback given was constructive.

**Languages**

* At ease working in both French and English as evidenced from my work on the French Team at Glass Lewis.

#  INTERESTS

**Public Interest Law**

* Volunteer Legal Researcher and member of the Equality Volunteers Network of the Equal Rights Trust.

**Dressmaking**

* Currently undertaking an evening course at Limerick College of Further Education.

**Irish History**

* Volunteer Transcriber with Letters 1916 through assisting in the creation of an online archive of letters from 1916.

**Music**

* Classically trained in the cello and violin.

#  REFERENCES

Caroline Keane Máire-Áine Ní Mhannín, Máire-Áine Ní Mhannín

Solicitor, Lecturer,

Community Law and Mediation, Dept. of French,

Limerick Social Service Centre,  Arts Millennium Building Arts Millennium Building NUIG, Galway,

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