**Rebecca Geraghty LL.M International Business Law**

(00353) 834573122

 geraghrl@tcd.ie

## Education

**Queen’s University Belfast September 2015- December 2016**

LL.M International Business Law (final grade II-1)

**Trinity College Dublin** **September 2011 – June 2015**

 LL.B (Hons) Law and German (final Grade: II-1)

**Friedrich Schiller Universität, Jena, Germany October 2013- August 2014**

Successfully completed Erasmus year of degree programme (final grade 1:1)

**Sacred Heart School, Tullamore, Co. Offaly September 2004 – June 2011**

Leaving Certificate 2011 (English B1, Irish B1, Maths B2, German B1, History B1, Biology B1, Music A2)

## Skills

## Leadership/Management Skills

* Involved in the everyday running of a retail shop. As the sole assistant to the owner I excelled in working independently and on my own initiative.
* I assumed the role of class rep in university with the responsibility of communicating with the college staff on behalf of my classmates in relation to any difficulties they had, organising class events and ensuring my classmates were properly informed about upcoming deadlines and events.

**Teamwork Skills**

* Having worked in a highly pressurised, customer-facing environment I have developed excellent skills in team working and negotiations.
* I took part in the TCD Peer Mentor S2S Tutoring Programme where I was responsible for mentoring first year students and assisting them with the integration into college life.

**Flexibility/Adaptability**

* Balancing a part time job with university has been a challenging but valuable experience. It has enabled me to develop my organisation and time management skills as I have had to plan my study around my working hours.

## Global Skills

* I gained a huge insight into the German legal system by studying German law in a German university.
* I have significantly improved my cross -cultural communication by engaging with people from a huge diversity of cultures having studying abroad. Speaking with non-native speakers of English required me to learn how to rephrase, clarify and communicate complex ideas simply and clearly.
* I have developed patience, determination as well as linguistic and mental agility while developing my German language proficiency.

## Work Experience

**January 2017-present Allianz Insurance, Merrion Road Dublin 4**

* Providing administrative assistance to Allianz Direct departments customers by answering phone calls, responding to emails, generating quotes and premiums

**July 2015-August 2015 Public Concern at Work, Great Dover Street, London**

* Carrying out legal research - in particular, reading employment tribunal judgments pertaining to whistle blowing claims
* Drafting letters to clients and other parties including employers
* Extracting and analysing data from the client database to identify trends and patterns; produce reports on findings using Microsoft Excel and PowerPoint

**March 2010- April 2010 John Hughes Solicitors, Co Offaly**

* Preparing memos for court, note taking during interviews, filing and administration tasks

**Part-time**

**June 2009-December 2016 Hugh Lynch’s Bar & Cafe, Co. Offaly**

* Senior part-time role involved training new staff, cash-handling, drafting business plans
* Taking orders while simultaneously dealing with cash, handling customer queries
* Administrative assistance including taking bookings, organising events, payroll assistance

**OTHER SKILLS & ACHIEVEMENTS**

**Languages**: Professional level of spoken and written German.

**Computing**: Completed IC3 Computing Certificate in Microsoft Office Suite.

**Other Achievements:** Obtained a scholarship to attend BHRICO Summer School at the University of Zurich in July 2016. This was a global interdisciplinary and intensive course in which I received a certificate in Business and Human Rights.

## Referees

Available on request.