**SANDRA SAIDAT SHOGBAIKE**

**26 Durabhan Roscam Galway**

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**PERSONAL PROFILE**

A compassionate and empathetic individual with a strong ability to work efficiently under pressure and handle multiple tasks. I have valuable experience as a legal secretary and legal intern, where I have helped people navigate the complexities of the legal system. I am eager to further hone these skills by gaining experience in different legal settings. **I recently passed four FE1 exams and aim to complete the remaining four in October 2024.**

**EDUCATION**

**Sept 2023 – Aug 2024 University of Galway – LLM General**

Modules:Dissertation; Advanced Legal Research and Method;Public International Law; Legal Skills: Commercial Practice, Advocacy and Dispute Resolution; Vis Moot; Advocacy and Access to Justice; Advanced Intellectual Property Law and Development

Overall Grade: 1.1

**Sept 2022- May 2023. TU Dublin – Postgraduate**

**diploma law**

Modules: Constitutional Law, Tort Law, Equity, Contract Law, Property Law, Core Legal Skills

Overall Grade: Distinction

**Sept 2018 – May 2022 NUIG - Bachelor of Arts with Human Rights**

Key Modules: Introduction to Human rights I, Introduction to Human rights II, Introduction to Human rights II, Introduction to Practical Ethics, The Regional Protection of Human Rights, Contemporary Issues in Human Rights, International Relations, Moral and Political Philosophy

Overall Grade: 2.1

**Sept 2017 - May 2018 FE Galway Community College -** **Legal Secretary and Medical Secretary Studies QQI Level 5**

Key Modules: Communications, Information and Administration, Legal Practice and Procedures, Medical Terminology, Word Processing

Overall Grade: Distinction

**Sept 2011 – June 2016 Calasanctius College – Leaving Certification**

**WORK EXPERIENCE**

**Relevant Work Experience:**

**Sept 2017 – May 2018 Legal Secretary Assistant - Gerardine C Costello & Associates, Oranmore**

* Updated and maintained databases for clients, resulting in improved efficiency and data accuracy. Assisted in administrative tasks, including drafting legal documents for review by senior staff.

**Sept 2020 – April 2021 Legal Intern – Community Law and Mediation, Limerick**

* Research specific information for the head solicitor and other solicitors
* Listen to client calls with Solicitors and do research, where appropriate, regarding clients' case or inquiry
* Read case files, research those case files for the head Solicitors clients
* Provide information to clients
* Help with Reports

**Sept 2023 – April 2024 University of Galway Team Member of 31st Willem C.**

**Vis International Commercial Arbitration Moot**

**The Willem C. Vis International Commercial Arbitration Moot** is a competition for law students to foster the study and practice of international commercial sales law and arbitration.

* Learning how international commercial disputes are resolved by arbitration
* Public Speaking
* Engaging in extensive legal research
* Research into national and international law
* Working efficiently with Team Members to meet deadlines

**Other Work Experience:**

**August 2019 – July 2022 General Staff – Omniplex, Upper Salthill Road, Galway**

* Help customers if they have any problems, deliver the best quality customer service
* Due to my efficiency, I held the position of the employee with the highest number of sales in a day
* Work effectively with other team members

**SKILLS**

* **IT Skills:** Fully proficient in Microsoft Office, PowerPoint Presentation, and Excel. This skill was acquired in Legal Secretary and Medical Secretary Studies QQI Level 5.
* **Well Organised:** Skill developed throughout the degree by working on multiple assignments and group projects due at similar times and having all handed up on time. Skill is further developed while doing university work, being a member of the university’s Vis Moot team and studying for the FE-1.
* **Strong Communication:** Skill first developed as a student council member. Further developed as a Philosophy Student Representative. My communication skills have improved due to participating in the Vis Moot Competition.
* **Memorandum writing:** Learnt as part of the Vis Moot Competition.

**ACHIEVEMENTS AND INTERESTS**

* Member of the Student Council in Secondary School.
* Secondary school’s representative for the ‘Thomas F. Meagher Flag Ceremony’.
* Secondary school’s representative for the ‘Ceist Student Leadership Conference’ 2016.
* Elected class representative for Philosophy during my undergraduate studies.
* Member of a church choir.
* Member of 2023/24 University of Galway Vis Moot Team.

**REFEREES**

Dr. Illan Wall, Lecturer at School of Law, University of Galway. (LLM Dissertation Supervisor)

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