**SAOIRSE FLEMING**​

1. **Personal Details**

**Address:**  Kilban House, Whitechurch, Piltown, Co. Kilkenny, via Carrick on Suir.

**Date of Birth:** 4th December 1997

**Phone Number:** ​085-8629487

**Email:** saoirsefleming@gmail.com

1. **Education**

2011- 2013 St. Brigid’s College, Callan, Co. Kilkenny.

 Junior Cert 2013.

2013- 2015 Yeats College, Parnell Street, Waterford City.

 Leaving Cert 2015.

2015- 2018 Waterford Institute of Technology, College Street, Waterford City.

 **LLB Bachelor of Laws Result: 2:1**

 I have earned credits in all core law modules including Contract Law, Commercial Law, Company Law and the modules of Legal Research and Critical and Creative Thinking.

2018 Law Society

 Currently awaiting results from FE1 October 2018 exams in Contract Law, Tort and Criminal Law Studying for FE1 April 2019 exams in Company Law, Constitutional Law and EU Law.

Studying for Certificate in Company Secretarial Law & Practice exam in January 2019.

1. **Employment Experience**

**3.1**

Employer: **Financial Clarity, Accountancy & Tax Practice, 4 Priory Court, Dean Street, Kilkenny City**.

Date: **June 2015 to date**

​Position: **Company Secretarial / Payroll & Employment Tax Administrator**

Date: **May 2018 to date (full-time)**

Responsibilities: Administration of secretarial services to 100 client companies using Relate Co Secretarial software and CRO Core system

 Duties include: Company Formations,

 CRO B1 Annual Returns,

 Director additions and resignations

 Share issues and redemptions

 Company winding up processes

 Client Board meeting documentation

 Payroll processing and employment tax advisory services to 50 clients using Thesaurus Payroll software.

Duties include: Weekly, fortnightly and monthly payroll processing

 Submission of client Revenue registrations and returns through ROS

 Advising clients on employee Benefit in Kind, Travel & Subsistence and miscellaneous queries.

 Liaise with and assist Tax Director on taxation and employment law issues including contracts of employment and employee handbooks.

Position:​ ​ **Financial Administrator/Bookkeeper.**

Date: **June 2015 to date (Part Time)**

Responsibilities: Liaise with clients, management, colleagues and solicitors on administration and legal issues

Support Tax Director in the preparation for client Revenue audits;

Attend meetings at financial institutions and local Enterprise Office to assist Partners regarding loan arrangements, related documentation and business plans.

Transactional data-entry onto online accounting systems such as SAP, QuickBooks, Surf Accounts and Sage for several clients.

Recording and lodgement of monies and cheques to the firm’s bank account.

Establishing and maintaining filing systems.

**3.2 June 2017 – August 2017**

Employer: **Bowe O’Brien Solicitors, Adelphi Quay, Waterford City**.

Position: **Summer Legal Internship (Part Time)**

Responsibilities: Office accounting including transactional data-entry onto online legal system concerning billing and case management.

Liaising with clients on the phone and via email. Scheduling of meetings.

Basic legal research and Review of Probate forms and applications

Preparation of basic legal documents, letters and emails as per Dictaphone typing.

**3.3** **July 2017 – July 2017**

Employer: **Property Registration Authority, Cork Road, Waterford City**.

Position: **Summer Internship (Part-Time)**

Responsibilities: Distribution of received post to the relevant departments.

Entry of applications onto ITRIS recording system.

Conducted research concerning various property registrations and judgment mortgages.

Liaised with in-house legal counsel concerning on going land law cases.

1. **Skills and Competences – Legal**

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| Legal Skills | * Engaged in legal research for college and employment assignments;
* Prepared and proof-read basic legal documents for review by senior personnel;
* Familiar with Company Constitutions, CRO searches and submission of company incorporation documentation, annual returns and charges.
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| Communication | * Engaged in debating and public speaking competitions;
* Chaired a FLAC sponsored debate;
* Appointed programme ambassador by Waterford Institute of Technology for Open Days 2016, 2017 and 2018;
* Liaised with professionals and clients in a formal manner;
* Participated and contributed to deliberations at ELSA committee meetings and communicated decisions to membership; and
* Arranged for guest lecturers to attend Law week at WIT and was responsible for the ‘meet and greet’ and introductions.
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| IT | * Experienced user of PowerPoint, Excel and Word;
* User of Surf Accounts, QuickBooks and SAP accounts software
* User of Keyhouse legal software.
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| Teamwork | * Participated in several group assignments for College and was appointed leader of some;
* Appointed programme representative for academic year 2016/2017 and represented student issues at programme boards;
* Involved in several work situations which required attendance at client and related meetings, listening, note-taking, learning from experienced team members and accepting feedback;
* Working with fellow committee members in carrying out the objectives of ELSA.
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| Time Management and Organisation | * Punctual and prepared;
* Managed college work, employment commitments and ELSA duties in a timely fashion;
* Experienced in dealing with deadlines through college assignments and employment projects;
* Maintained records for ELSA;
* Managed record-keeping, filing and office communications during employment.
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1. **Affiliations and Achievements**​
2. Member of Free Legal Advice Centre (FLAC) WIT 2017
3. Free Legal Advice Centre (FLAC) WIT Vice Chairperson 2017
4. Participant in the Annual Waterford Law Society Debate 2016, 2017 and 2018.
5. Member of WIT European Law Society Association (ELSA) 2016, 2017 and 2018.
6. WIT European Law Society Association (ELSA) Seminars and Conferences Officer 2016/2017
7. Appointed Student Ambassador for WIT at Open Events
8. **References:**

Tom Gaule, Grainne Callanan,

Director, Company and Commercial Law Lecturer,

Financial Clarity, Office C235,

Dean Street, Waterford Institute of Technology,

Kilkenny City. Waterford City.

056-7715904 gcallanan@wit.ie

tom.financialclarity@gmail.com