

SARAH BARRY

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PERSONAL PROFILE

An ambitious and enthusiastic individual, who has completed a Master of Laws (LLM) in International Commercial Law, receiving a First Class Honours. Also holding a 2.1 Bachelor of Civil Law Degree. Demonstrates an excellent ability to work in a team, achieve goals, and meet targets acquired during employment with ByrneWallace LLP, KPMG and as a content writer for According To A Law Student blog. Strong communication and organisational skills gained from balancing being an academic tutor while completing my Masters.

EDUCATION

2020 – 2021 | MASTER OF LAWS (LLM) IN INTERNATIONAL COMMERCIAL LAW | UNIVERSITY OF LIMERICK

- 1.1 overall degree.
- 3.56 QCA – 2XA1, 3XA2, B1, B3.

2017 – 2020 | BACHELOR OF CIVIL LAW | UNIVERSITY OF GALWAY

- 2.1 overall degree.
- Received five First Class Honours in final year.

WORK EXPERIENCE

SEPTEMBER 2023-PRESENT | LEGAL SECRETARY | O’SULLIVAN QUILTER & CO SOLICITORS

- Working as a legal secretary in a busy general practice in Tralee while completing my FE1s.
- Providing administrative support to the Principal of the practice by communicating with clients face to face as well as over the phone and maintaining legal diaries and files.
- Assisting the Principal with Coroner matters such as corresponding with An Garda Siochana, preparing Interim Certificates of Death, as she is the Corner for South & East Kerry.
- Drafting legal documents including Wills, Deed of Transfers, Deed of Assents, Freedom of Information documents, Contracts for Sale.

JULY 2022–JUNE 2023 | INSOLVENCY PARALEGAL | BYRNEWALLACE LLP

- Providing administrative support directly to the Partner, Senior Associate and Solicitors of the Insolvency Department, including creating and sending emails/letters to clients, preparing and sending invoices, creating new file set ups and composing briefs.
- Reviewing deeds by composing schedules of title and security documents and preparing said documents to be sent out on ATR (Accountable Trust Receipt) or Final Receipt.
- Drafting legal documents such as; Deed of Discharge of Receiver (DODOR), Deed of Discharge, Demand Letters, and Redline of Settlement Agreements.
- Proficient with Microsoft Word, Outlook, DMS, IManage Share, PDFDocs and PowerPoint.

NOVEMBER 2021–JULY 2022 | LEGAL DATA ANALYST | KPMG

- Engaged in a non-client facing project where I achieved set targets and deadlines.
- Operated cutting-edge technology to identify, remediate and enrich large data sets.
- Interpreted a wide assortment of legal and financial documents.
- Assisted in a Buddy Programme to offer guidance to new joiners.
- Succeeded to work to my own initiative while also supporting and assisting my co-workers.

AUGUST 2020–JUNE 2023 | CONTENT WRITER | ACCORDING TO A LAW STUDENT

- Providing commercial awareness in an informative and understandable form for students, using infographics and jargon busters.
- Enhanced leadership skills, communication skills and time management skills by working in a two-person team, both being in different countries, to publish an article on a target date.
- Achieved recognition by Legal Cheek's 'Best of the Blogs' series for my article on cryptocurrencies, and further recognition for my article on the Evolution of the Gig Economy, focusing on the Supreme Court ruling in *Uber BV and others v Aslam and others [2021]* in the UK.

SEPTEMBER 2020–APRIL 2021 | ACADEMIC TUTOR | UNIVERSITY OF LIMERICK

- Provided help and assistance with a friendly attitude to fourth year business students in their module Legal Environment of Business.
- Topics included: Contract Law, Company Law, Tort Law, and Legal Systems.
- Developed a proactive mind-set to provide the students with the best information, in the most digestible form.
- Improved my public speaking skills.
- Became a Law of Torts Tutor for second year students and carried forward my friendly and approachable manner.
- Topics included: Trespass, Nuisance, Economic Torts, and Defamation/Privacy.

JULY 2019 – AUGUST 2019 | LEGAL INTERN | KERRY GROUP

- Obtained team work skills, as I worked with another student in the legal department, where we shared tasks.
- Refined my proofreading skills, as many tasks that were delegated to my co-worker and I were to ensure contracts and NDA's had no spelling/grammatical errors.
- Enhanced communication and time-management skills, as I communicated with my co-worker, the Legal Department and the Director of Group Legal Affairs on a daily basis on setting targets for our tasks to be completed.

INTERESTS AND ACHIEVEMENTS

- Keen interest in athletics in which I have won two All-Ireland Medals.

- Participated in an online summer internship with Latham & Watkins LLP.
- Volunteered with Foróige from February to May 2021.
- Hold a full Irish driving licence.
- Enjoy reading fictional crime/thriller books.

REFERENCES

Available on request.