Sarah Brennan

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**CAREER PROFILE**

Graduate in LL.B (Hons) in Griffith College Dublin with an interest in Corporate Law. Currently seeking a training contract in a commercial law firm. I have successfully completed 4 FE1 subjects and intend to complete the remaining by March 2021.

**KEY SKILLS**

* Ability to work effectively under pressure
* Excellent communication and interpersonal skills, for example, delivering presentations for college and answering customer queries in work
* Organisation - prioritising and managing busy work loads
* IT Skills with knowledge of Word, PowerPoint and Excel

# EDUCATION HISTORY

*2016 – 2019 LL.B(Hons) Griffith College, Dublin*

* First year achieved a PPA of 63
* Second year achieved a PPA of 67
* Final year achieved a PPA of 66
* Modules studied include;
  + Law of Banking and Finance
  + Commercial Law
  + Company Law
  + Law of Evidence

*2009 - 2015 Leaving Certificate Malahide Community School*

**CAREER HISTORY**

*August 2019 – Sept 2020 Law Clerk Beauchamps Solicitors*

* I file a variety of legal documents in the four courts, for example, summons, affidavits, motions etc.
* I lodge forms in the CRO, PRA, Probate office, and family courts also.
* As a result of attending the courts daily, I have become familiar with legal documents of many kinds and the courts themselves.
* This job has greatly improved my communication skills as I often have to liaise with different solicitors when trying to overcome difficulties.
* During the pandemic, I was chosen to work in the office and help solicitors that were working remotely. I have experience in drafting documents such as affidavits of service, appearances and notice of change of solicitor.
* I also have experience serving on a first hand basis.
* I also do general secretarial and administration duties such as preparing briefs for counsel and court hearings.

*July 2019 – August 2019 Judicial Assistant Brehon Law Society Internship*

* Judicial intern for Justice Jimmy Lynn
* Opportunity to witness interesting cases in a court room
* Received a first-hand insight into how the criminal and civil justice systems operate in Philadelphia
* Given the opportunity to witness many interesting cases and discuss them with the judges assigned

*June 2019 – July 2019 Summer Intern AMOSS Solicitors*

* Responsibility of updating and managing files
* Attended telephone meetings with clients
* Corresponded and filed documents with the CRO
* Drafted articles on new changes in the law
* Prepared a presentation on the Beneficial Ownership Register
* Worked closely with senior partners and trainees

*July 2015 – March 2019 Customer Service Representative Planet Payment*

* Responsibility of dealing with customer complaints in a professional and efficient manner
* Face-to-Face dealings with hundreds of customers on a weekly basis, giving clear and concise instructions on how to obtain their refund
* Answered phone calls as well as communicating and liaising with our head office
* Processed high volume of tax refund forms
* As part of my role, I completed many online courses in my duty such as data protection, GDPR and anti-money laundering

*November 2015 - January 2016 Sales Associate Next*

* Received and processed cash and credit card payments
* Completed tasks in a timely manner whilst maintaining a strong product knowledge
* Ensured every customer received an excellent service

*July 2015 - August 2015 Waitress* *Hush Brasserie*

* Provided excellent and friendly service
* Maintained knowledge of the current menu
* Communicated with the kitchen staff and relayed any special requests

*June 2014 - August 2014 Receptionist Ivory Dental Care*

* Greeted patients on arrival
* Answered phone calls
* Referred inquiries to appropriate member of staff
* Communicated with patients via phone/email

*May 2013 - August 2013 Waitress Silks Chinese Restaurant*

* Greeted customers on arrival
* Ensured guest satisfaction
* Took orders and served food and drinks

**VOLUNTEERING**

* The Irish Innocence Project -
  + I volunteer as a caseworker
  + My job is to assist individuals who claim to be the victim of a miscarriage of justice
  + I work alongside a fellow caseworker and a volunteer barrister
* Pieta House – I collect money for this charity by bag packing and taking part in Darkness into Light
* St. Vincent De Paul – I deliver hampers to local families that are in need

**INTERESTS**

* I have a keen interest in travelling and learning about different cultures. In 2016, I travelled throughout Europe for three weeks, visiting seven different countries
* I have completed a first aid course as part of my life saving training
* In my spare time I enjoy watching documentaries and listening to podcasts relating to miscarriage of justices and wrongful convictions

**REFEREES**

Available on request