

SARAH CLANCY

0879536382

Sarah_Clancy@outlook.com

Profile

Graduate of NUI Galway with excellent ability to assess situations and appropriately solution using both sound judgement and learned knowledge. Focused and driven with exemplary organisation and communication skills. Compassionate and supportive leader adept at working under pressure both autonomously and as part of a team. Adept at working on multiple tasks simultaneously without compromising on quality. Strong work ethic and high attention to detail. Seeking a new challenge to further my professional career.

Skills

- Microsoft Office Suite and Legal Evolve
- Highly organised and innovative
- Compassionate and supportive leader

Experience

O' Callaghan Lally Solicitors, Galway.
Intern, December 2017-May 2018

- Meeting clients as a first point of contact
- Responsible for file maintenance and setting up of new clients through Legal Evolve.
- Contacting third parties on behalf of clients and fee-earners
- Dictaphone typing
- Stamping and filing of Court documents

Joyce's Supermarket, Inverin, Co. Galway
Trainee Manager, July 2014-Present

- Keyholder, opening and closing of supermarket.
- Leading staff in their duties and providing support where required
- Ensuring that any problems that arise are dealt with in a satisfactory manner
- Setting daily and weekly KPI's and supporting staff to achieve them
- Dealing with customer complaints and ensuring that they are dealt with swiftly and professionally
- Responsible for the Cash Office.

Other Experience

- April 2006-July 2014, Shop Supervisor, Kerrigan's Supervalu, Aille, Inverin, Co. Galway

Education and Training

- National University of Ireland, Galway, 2018-2019. LLM in International and Comparative Business Law.
Subjects: Advanced Legal Methods and Research (2:1), International Commercial Property Law (2:1), Advance Dispute Resolution (2:1), Advanced Intellectual Property Law (2:1), Global Issues in Labour Law and Commercial Law in Context (2:1) , Thesis on Precarious Work and Zero – Hour Contracts (2:2).
Level Awarded: 2:1.
- University College Cork, 2011-2012. LLB Law Degree.
Subjects: Medical Law (2:1), Employment Law (2:1), Jurisprudence (2:1), Advanced Legal Reasoning (2:1), Landlord and Tenant Law (2:1), English Land Law (2:2), Public International Law (2:2).
Level Awarded: 2:2.
- National University of Ireland, Galway, 2008-2011. Bachelor of Civil Law Degree.
Subjects: Tort (2:1), Constitutional Law (2:2), Contract (2:1), Company Law (2:2), Labour Law (2:1), Equity (2:1), Land Law (2:1), EU Law (2:1), Environmental Law (2:1) Criminal Law (2:1), Essay on Piracy and the Law of the Sea (2:1), Essay on Autonomy of the Person and Sleepwalking (2:1), Evidence (2:2).
Level Awarded: 2:1.
- Colaiste Cholmcille, Aille Inverin, Co. Galway, Leaving Certificate

*References available on request