**Sarah Clancy.**

[**Sarah\_Clancy@outlook.com**](mailto:Sarah_Clancy@outlook.com) **| 0879536382**.

A hard-working ambitious graduate of NUI Galway who has excellent leadership, communication and organisational skills. Works well on own initiative or within a team. Eager to develop a career in a dynamic fast paced organisation that offers the opportunity for personal and professional growth through early responsibility and the chance to develop practical skills. Enjoys problem solving and always looks for inventive ways to do so.

**Education:**

**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), Family Law (2:1), Legal Methods and Research (2:1).

**Level Awarded:** 2:1.

**Colaiste Cholmcille, Aille Inverin, Co. Galway.**

**Leaving Certificate Result:** 485 points.

**Work Experience.**

***Relevant Work Experience.***

December 2017-May 2018: Intern, O’ Callaghan Lally Solicitors, Lismoyle House, Merchants Road, Galway.

Duties:

* 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.

***Other Work Experience.***

December 2020-Present: Assistant Manager, Joyce’s Supermarket, Father Griffin Road, Co. Galway.

Duties:

* Assisting store manager in running of store, working together to guarantee that all objectives and deadlines are met.
* Ensuring that key products are always made available for our customers through anticipating consumer trends.
* Developing and maintaining a safe and healthy workplace for all staff.

August 2018-October 2020: Trainee Manager, Joyce’s Supermarket, Oughterard, Co. Galway.

Duties:

* Responsible for the opening and closing of supermarket.
* Responsible for leading staff in their duties.
* Ensuring that any problems that arose were dealt with in a satisfactory manner.
* Ensuring that daily and weekly objectives were set and met.
* Dealing with customer complaints and ensuring that they were dealt with swiftly and professionally.
* Responsible for the Cash Office.

**Skills Profile.**

*Organisational Skills:*

Developed excellent organisational skills as it was essential to have a schedule that worked with both university and employment responsibilities, without either being compromised. With a good organisational structure, it was possible to become involved in college life, such as being actively involved with the NUIG FLAC and Law Societies. To achieve a high academic grade, it was crucial that time was organised sufficiently to make sure that goals were achieved.

*Communication Skills:*

Through assignments, presentations and group projects, as well as through the role as manager, communication skills developed rapidly. They were essential in not only being awarded the BCL and LLM, but also in achieving work promotions. To fulfil both professional and academic goals the ability to communicate effectively and clearly was and is vital.

*Client Relationship Management:*

It is vital to build a relationship with your customers as they are the backbone of the business. Through this role hundreds of customers are dealt with on a weekly basis and to ensure they return it is essential that a good relationship is developed and maintained. As the customer basis is varied and distinctive it became important to learn what type of customer you were dealing with and how to approach their needs and concerns.

*IT Skills:*

Trained in the use of Legal Evolve. Excellent research skills which have been improved upon through courses provided by the LLM course. Highly proficient in the use of Microsoft office and its programmes.

**Awards**

* ECDL, Modules 2, 3 and 4.
* Achieved Excellent Customer Service Awards through the Mystery Shopper Scheme.
* Law Society of Ireland Access Scholarship Recipient 2019.

**Interests and Hobbies:**

* History, with a focus on Greek and Roman mythology.
* Fluent in Irish and have conversational French. I am passionate about the Irish language and support it in any way I can.
* I am a volunteer with Galway 2020 which was set up in the wake of Galway being awarded European Capital of Culture 2020. I plan to become more involved now that restrictions are being lifted.
* Outdoor activities such as basketball, countryside walks and swimming.
* I enjoy reading and baking in my spare time. I also enjoy socialising with friends at comedy and music gigs, especially comedy sketch shows.

**References Available on Request.**