**Sarah Dixon**

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Personal Profile

A Bachelor of Civil Law (Clinical) Graduate with an interest in commercial law and a specific focus on litigation. I am a hard worker and take pride in putting my all into whatever role I am assigned. Having recently completed my undergraduate degree, I am now keen on continuing a career in commercial law. I am currently working as a paralegal in ByrneWallace LLP on a year long secondment to the Residential Tenancies Board.

Education

**Bachelor of Civil Law Dublin City University 2018-Present** Final Grade: Upper Second-Class Honours (68%) – ranking 7th overall.

Relevant modules: Administrative Law (73), Technology Law (71), Genetics Law (70), Intellectual Property and Information Technology Law (70), Law of Equity (68), Trusts Law (66) Employment Law (63) Company Law (71), Moot Court (68), Adv. Company Law (62), Adv. Contract Law (60), Law of Torts (60)

**Leaving Certificate Holy Faith Clontarf 2012-2018**

Points Achieved**:** 473/600

Subjects: Biology (H2), History (H2), Home Economics (H2), English (H3), Irish (H4),

LCVP (Distinction), German (H6), Maths (O3).

Employment History

**ByrneWallace LLP Paralegal/ Legal Intern July 2022 – Present**

* Currently working as a Paralegal in ByrneWallace LLP on a year long secondment to the Residential Tenancies Board in the Order Enforcement department.
* Assisting in the enforcement of Determination Orders made by the RTB.
* Responsible for my own portfolio of cases.
* Posting out warning letters to Non-Compliant Parties.
* Assembling case papers to distribute to solicitors for District Court hearings.
* Answering email queries from the general public regarding Determination Orders.

**ByrneWallace LLP Summer Intern June 2022**

* Assisting solicitors in researching certain areas of law.
* Writing case summary’s on recent judgements.
* Attending court and writing detailed case notes on what occurred.
* Stamping and filing documents with the Courts Service.
* Compiling books of evidence for upcoming court dates.

**Company Bureau Formations Company Secretarial Administrator Nov 2020-Aug 2021**

* Filing appropriate documents to the Company Registrations Office as per client needs.
* Maintaining relationships with over 1,200 clients in my portfolio through managing post and other important correspondence.
* Completing Anti-Money-Laundering and Due Diligence checks on clients.
* Answering client queries through phone calls and emails, passing them through to relevant team members when applicable.
* Relying on my own administration and organisational skills to ensure all work was done in a timely manner.
* Using teamwork and collaboration skills to ensure all work was done in a timely manner and to client standards. This was particularly important during the Covid-19 lockdowns as I was, at times, the only person in the office.
* Publishing articles on company law topics for the company website and newsletter.

**Centra Store Supervisor Jun 2019 - Present**

* Supervising store closure at night and acting as supervisor to ensure successful lock up.
* Dealing with customer complaints and queries to facilitate high levels of satisfaction.
* Communicating clearly with managers and co-workers to promote efficient work amongst the team.
* Being aware of stock levels and placing orders when needed.
* Stocking shelves neatly to improve customer experience.

Skills Profile

* Problem solving – dealing with issues which may arise unexpectedly which I have not been trained for by keeping calm and thinking logically even when under pressure.
* Time management – managing multiple commitments at any one time and dealing with each accordingly. This was made evident in my recent role in Company Bureau Formations as I was often left to perform multiple tasks on my own.
* Inquisitive Nature – not afraid to ask for help and guidance when I am unsure of what is being asked of me. This helps me gain a proper understanding of concepts and tasks.
* Teamwork – discussing tasks which need to be managed and distributing them amongst staff to improve overall productivity.
* Communication – Often left in an acting supervisor position in my work at Centra, I have to use my communication skills in order to ensure the team is well organised and that all work is done to a high standard when managers are away.

Achievements

* Ranked 7th in my undergraduate degree.
* Elected as Public Relations Officer for the DCU Law Society 2021/2022.
* Elected as a Class Representative in my final year 2021/2022.
* Published two articles for use on Company Bureau website.
* One of the 17 students selected to partake in the year-long Intra Programme from my course of 70 students.
* Successfully completed the DCU Mentorship Programme.
* Fully Qualified Irish Driving License.
* Grade 4 Public Speaking awarded by Royal Irish Academy of Music.

Interests

DCU Law Society

* Current Public Relations Officer for the 10th session of the DCU Law Society.
* Increased Instagram engagement by nearly 60% and increased the number of followers by roughly 40%.
* Manage all of the social media accounts for the society and advertise society events.
* Established TikTok page to boost engagement on social media.
* Presented to incoming first year students in DCU to encourage them to join the society and help them settle into the college.

Scouts

* Currently a scout leader for 66ú Naomh Eoin Scout Group, Cluain Tarbh.
* I have been an active member of the patrol since a young age and continue to participate.

Hobbies

* Reading
* Social Media
* Baking
* Tropical Fish
* Roller Skating