**Sarah Dugdale**

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**EDUCATION**

**FE1 Candidate,** *September 2023-Present*

**Law Society of Ireland** 4 FE1s completed, awaiting results (Criminal, Company, Equity & Property)

**University College,** *September 2019-September 2023*

**Dublin,** Business and Law Graduate

**Dublin 4** Second Class Honors (2:1)

Class Representative in Quinn Business School Year 4

**Yeats College Galway** *September 2017-May 2019*

**Co. Galway.** Leaving Certificate Points: 554 (7 Honors)

**RELEVANT WORK EXPERIENCE**

**Deloitte** *June-August 2023*

*Legal and Tax Summer Intern in Private Wealth Management department.*

**Duties & Responsibilities**

* Conducted in depth legal research and assisted in drafting legal documents.
* Collaborated with multi-disciplinary teams to analyse the tax implications of legal strategies.
* Attended client meetings, learning how to distil knowledge in a transparent manner.
* Participated in internal training, staying updated on legal developments.
* Gained insights into the natural convergence of law and taxation, reinforcing my passion to follow a legal career.

**Student Legal Service** *October 2022-June 2023*

*Subeditor and Legal Writer at UCD Student Legal Service Journal 2023*

**Duties & Responsibilities**

* The SLS Journal is a scholarly publication entirely authored and curated by students.
* In my role as an editor, my responsibilities entailed conducting research on selected article subjects, namely environmental law, employment law as well as the housing crisis in Ireland.
* I reviewed and improved submitted articles, ensuring accuracy and proper referencing.

**The Cottage Restaurant, Co. Leitrim** *September 2022-May 2023*

*Waitress in a popular local fine dining restaurant.*

**Duties & Responsibilities**

* Delivering top quality customer service by ensuring customers are well provided for
* Extensive knowledge of the food served to ensure proper assistance can be given to customers with dietary requirements.
* Responsible for ensuring that the restaurant and service area is clean and well stocked at the beginning and end of each shift.

**Outpaws Dog Walking, Dublin 4** *February 2022-Present*

*Dog walker and minder*

* Ensure the safety and wellbeing of up to 14 dogs 3 days a week.
* Responsible for bookkeeping aspect of the business
* Proactively involved in the daycare and outsource aspect of the business, dealing with customers diligently

**Stonehouse Cash & Carry, Co.Leitrim** *June 2018-November 2021*

*Part-time Office Assistant*

**Duties & Responsibilities**

* Consulting with clients at all levels by responding to and resolving client requests, enquiries, and complaints.
* Supporting operations team.
* Reviewing and summarising documents.
* Frequent use of excel to analyse data using various formulas.
* Assisting the recruitment team in the organising of interviews for candidates.

**ADDITIONAL SKILLS**

* Enhanced quantitative and office administrative skills in an office assistant role.
* Developed legal research, editorial and academic writing through UCD Student Legal Journal, a legal internship and coursework.
* Demonstrated leadership and teamwork in university through group projects, involvement with sports teams and my various part-time jobs.
* Proven time management and organization skills in fast-paced retail and hospitality environments
* Exhibited exceptional interpersonal and communication skills through acting as a representant for my class and facilitating open discussions, encouraging students to express their thoughts comfortably.
* Highlighted ambition, determination and resilience through academic achievements and certificates.

**VOLUNTEER WORK**

**Quinn Business Forum Class Representative 2022/23** *October 2022-June 2023*

Communicating with my year group to identify any issues with academic business modules, tutorials or lecturers and bringing these to the Business Forum Board to direct lecturers’ attention on solving them effectively.

**Member of Commerce & Economics Society 2022/23**

Participated in the collection of money and line management for Commerce Ball tickets, encouraged students to sign up during fresher’s week by providing information about the operation of the society at the relevant stall.

**Volunteer at the UCD Student Legal Clinic** *September 2021 –June 2023*

Providing guidance to students on a range of legal issues, including topics such as employment law and landlord and tenant law, which were relevant to my academic studies. I also created memos and conducted further research to enhance my knowledge in these areas.

**EXTRACURRICULARS**

* Judge in the 2022 Student Legal Service Negotiation Competition.
* Completed Bloomberg Marketing Concepts Programme.
* Advanced Google Analytics Concepts Qualification 2023.
* Completed various Skills for Working Life Programme in Deloitte which is an employer-led skills-based workshop which covers issues such as commercial awareness, problem solving and design thinking.

**INTERESTS & ACHIEVEMENTS**

* I enjoy travelling and spent the summer of 2022 working abroad in San Diego as part of the J1 Work & Travel Visa.
* I like to keep fit and enjoy running and attending the gym. I have previously participated in the Galway Bay Half Marathon and I am currently training for the Dublin Marathon.
* While I was at university, I regularly attend talks and workshops to become more involved in the university life and to learn more about the aspects of law I enjoy.
* Actively involved in the UCD Tag Rugby Team as well as the UCD Women’s GAA Club.
* Active member of Mohill Mavericks Basketball Club.