

SarahJane Corbett

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Proactive, practical and highly personable B.C.L. International and LL.M. graduate with the ability to plan, prioritise and execute tasks within deadlines and without compromising on accuracy or attention to detail. Strong work ethic with a passion for learning and a hunger for challenge. Committed to training with exceptional lawyers to enable me to become the exceptional lawyer that I hope to be.

Education

2014-present **Final Examination - First Part (FE-1) Candidate**, Law Society of Ireland
Achieved pass mark in Law of Contract, Constitutional Law, Law of Torts, Criminal Law, Property Law and Equity. Sat Company Law and European Union Law in October 2015.

2012-2013 **LL.M. International Human Rights Law and Public Policy: 2.1**, University College Cork

2008-2012 **B.C.L. International: 2.1**, UCC
Spent third year at St. Louis University School of Law completing LL.M. classes and clinical placement.

2003-2008 **Leaving Certificate: 525/600 points**, Convent of Mercy, Kanturk

Legal Work Experience

Apr 2015-Jul 2015 **Paralegal**, LK Shields Solicitors

- Provided support to fee earners across the firm as demand required
- Conducted in-depth research and provided analysis of technical legal issues in a timely manner
- Created office precedents which are used as a drafting tool by fee earners
- Prepared and delivered internal presentations on legislative developments
- Attended on teleconferences, took detailed records of discussions and prepared memorandums

Oct 2014-Apr 2015 **Paralegal**, Kennedys

- Assisted partners and other fee earners with defence litigation and insurance coverage services
- Completed several discovery projects with partner supervision
- Reviewed and comparatively analysed insurance policies and produced memorandums on findings
- Key research and editorial role in the preparation of business development presentations
- Frequently attended to counsel and conducted watching briefs
- Drafted Memorandum of Appearances, Affidavits, Notice for Particulars and Replies

Oct 2013-Aug 2014 **Legal & Communications Assistant**, FLAC - Free Legal Advice Centres

- Worked as assistant to Director General, Noeline Blackwell, on credit and debt litigation
- Updated clients on their case, attended client consultations and prepared memorandums
- Briefed counsel, prepared trial bundles, filed documents in the Four Courts and attended trials
- Central role in the preparation of legal submissions related to FLAC's policy work
- Provided legal information to information line callers on a plethora of legal issues

Jul 2012-Aug 2013 **Legal Assistant**, Albert Wolfe & Co. Solicitors

- Supported the solicitors with casework management at a busy general practice firm
- Drafted correspondence, briefed counsel, audio-typed and managed the critical date diary
- Overhauled the file archival system and updated records as per Law Society requirements

Key competencies developed: Commercial awareness; problem solving; client care; quality focus; ability to multi-task, prioritise appropriately and work efficiently under time pressure; expectation management; self-management; achievement orientation; diligence and resilience; adaptability and impact.

June 2013 **Policy Analyst**, Centre for Public Policy & Governance, Pakistan

- Remotely reviewed, critiqued and edited policy documents prior to their submission to the United Nations Committee against Torture

Oct 2008-Mar 2013 **Legal Assistant**, Free Legal Advice Centre, UCC

- Provided legal advice to students on various issues under the supervision of legal practitioners

Jan 2011-May 2011 **Student Attorney**, Catholic Legal Assistance Ministry, St. Louis

- Acted on behalf of my clients in legal proceedings as per Rule 13 of the Missouri Supreme Court
- Interviewed clients regularly and compiled initial consultation reports
- Drafted inter-party correspondence, pleadings, interrogatories and requests for documents
- Pre-trial preparation included collation of exhibits and verification of financial statements

Key competencies developed: Teamwork; written and verbal communication; research and analytical skills; detail consciousness; planning, organisational and time management skills; interpersonal skills; advocacy skills and confidence.

Selected Achievements

- June 2015 - Coordinator of TEDx Meeting of Minds event at the Science Gallery in conjunction with award-winning charity Future Voices Ireland
- Summer 2015 - Completed several 5K and 10K runs
- June 2014 - Completed Employment Law course at Community Law and Mediation
- 2012 - Member of the winning team at the European Parliament Sakharov Prize debate
- 2012 - Completed SUAS International Development Global Issues course
- 2010-2011 - Spent a year independently in St. Louis at the age of 19
- 2008 - Excellent Achievements and Exemplary Attitude Award Winner at the Convent of Mercy
- 2007 - UCC Faculty of Law Essay Competition Winner

Interests & Hobbies

- Enjoy volunteering, particularly with youth organisations. I volunteer weekly as a Group Leader with Future Voices Ireland. In the past, I have also tutored at Mathews-Dickey Boys' and Girls' Club, fundraised for the Kibowa Orphanage Fund and was nominated by my peers to act as Youth Leader at Dromtariffe Youth Club three years in a row
- Passionate about cooking and trying new healthy and not-so-healthy recipes
- Love practicing yoga, mainly Hatha and Vinyasa Flow, several times a week and enjoy going running in Phoenix Park

References available on request