

Sarah Kavanagh

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PROFILE

Ardent Law graduate seeking opportunities in the Irish legal sector upon recently returning from working abroad and travelling in the United States.

SKILLS

- High level of proficiency with technology including Microsoft Office Suite, Adobe Acrobat, LexisNexis, Westlaw and other internet research tools
- Certified in touch-typing and audio transcription capabilities
- Working knowledge in European and United States regulatory law policies, with additional capabilities in legal research
- Team player with effective organisation skills with ability to work independently and multi-task and prioritise workloads
- Extensive administrative skills and experience in various corporate environments

WORK EXPERIENCE

SelfMade, New York - *Account Executive*

OCTOBER 2018 - AUGUST 2019

Responsible for conducting strategic outreach with potential clients via multiple mediums. Utilization of consultative selling skill set to identify opportunities and overcome objections, including turning cold canvassing into quantitative sale realisation. Effectively managed a high volume of inbound and outbound customer calls in line with sales targets.

United Nations, New York - *Partnerships Intern*

AUGUST 2018 - OCTOBER 2018

Assisted in the organisation of United Nations Partnership events, meetings and workshops with key UN partners and stakeholders with special focus on providing logistical, administrative and communications related assistance to the operations of the bi-annual Peace Operations Workshop.

Corlytics, Dublin - *Legal and Regulatory Intern*

JUNE 2018 - AUGUST 2018

Monitored the activity of 50 plus financial regulators including the SEC, FCA and CFTC with a view to analysing and drafting records and reports of enforcement's, consultation papers, guidelines and other regulatory content for the compliance teams of our clients.

Dublin Dispute Resolution Centre, Dublin - *Administrative Assistant*

SEPTEMBER 2015 - OCTOBER 2016

Co-ordinated with domestic and international clients to set-up customised and confidential matters of dispute resolution. Managed centre logistics through CRM software, operated AV systems and face to face client operations. Handled accounts administration on behalf of the Chartered Institute of Arbitrators.

Barron Morris Solicitors, Dublin - *Legal Intern*

JUNE 2016 - AUGUST 2016

Shadowed senior level solicitors internally and externally at client meetings and at the courts. Managed and organised confidential client information in the firm's database by recording and updating information with utmost discretion and in an efficient manner.

COS Stores, Dublin - Sales Associate

MARCH 2014 - JUNE 2018

Served as an experienced member of the customer service team by training new hires, answering questions and encouraging adherence to company policies. Maintained an up-to-date knowledge of product and service offerings to serve as an informational resource to customers and team members.

EDUCATION & QUALIFICATIONS

09/2015 – 05/2018 **Bachelor of Civil Law** (QQI Level 8) Second Class Honours
Dublin City University

Modules:	Company Law	Property Law	Equity & Trusts
	Law of Torts	Contract Law	Intellectual Property Law
	Constitutional Law	EU Law	Public International Law
	Moot Court	Family Law	Criminal Law
	Jurisprudence	Legal Research	Administrative Law

09/2014 – 05/2015 **Advanced Administration with Project Management** (QQI Level 6) Distinction
Marino Institute of Further Education

09/2014 – 05/2015 **Legal Administration** (QQI Level 5) Distinction
Marino Institute of Further Education

09/2011 – 06/2013 **Leaving Certificate**
Mount Temple Comprehensive School, Clontarf

VOLUNTEERING & ACHIEVEMENTS

- Provisional driving licence (2020)
- Prepared meals and packed food weekly with the Food Bank of New York City as part of the COVID-19 Response Volunteer Program (2020)
- Received Certification of Achievement from HarvardX for completing 'Introduction to Computer Science for Lawyers' (2020)
- Voluntarily assisted trained professionals in providing legal aid to students at Free Legal Advice Centre on-campus clinics (2017)
- Selected to participate in the A&L Goodbody LawStart Programme (2016)
- Founder and Chairperson of the Dublin City University Feminist Society (2016)
- Active member of the Dublin City University Law Society and the European Law Students Association (2016)
- Independently raised €800 for the Dublin Rape Crisis Centre in the VHI Women's Mini Marathon (2016)
- Volunteer Event Coordinator for the Five Lamps Arts Festival promoting arts development in disadvantaged areas in Dublin's North Inner City (2015)
- European Computer Driving License (2011)

References available upon request.