**Sarah Maher**

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**Education**

* **LLM (general), Trinity College Dublin, 2013-2014.** - 2.1

Modules: Employment Litigation, Arbitration and Alternative Dispute Resolution, Law and Bioethics, Comparative Product Liability, Creative Works and Intellectual Property, Unfair Competition and Trade Mark.

* **International Business and Japanese majoring in Law in final year, Dublin City University, 2009-2013.**

Law modules: Introduction to Law (60%), The Law of Contract (61%), Employment Law (63%), Foundations of Company Law (73%), Intellectual Property Law (67%).

* **Year abroad: Takasaki City University of Economics, Japan, 2011-2012.**

My year abroad was an incredible experience which allowed me to engage and learn in a radically different culture and surroundings.

* **Loreto Secondary School, 2003-2009.**

**Employment**

* **Legal Intern, McDowell Purcell Solicitors, April – August 2015.**

I worked in the Property Department mainly handling Bank of Ireland receivership files. I performed a wide variety of duties such as drafting letters, handling deeds, opening files, ordering documents and folios along with general day to day administration. Accuracy and attention to detail was essential in these tasks. I worked as part of a team alongside solicitors, associate solicitors and partners working on a variety of projects. I had to adhere to very strict deadlines in a fast paced environment which necessitated good time management and organisational skills.

* **Assistant Administrator, Arcadia University, May 2014 – February 2015.**

I was responsible for the updating of company social media accounts, event planning, organisation and general office duties. Excellent organisational skills were essential in this role to ensure the smooth running of busy student orientation periods.

* **Legal Intern, Wexford Law Centre, February – April 2014.**

I worked with the Wexford Law Centre for a number of months gaining valuable experience in family law and personal injury claims.

* **Orders Administrator, Celtic Linen, 2013.**

This position was very customer service orientated, dealing with orders, queries and complaints on a daily basis. Team work and prioritisation was an essential part of the role. **English teacher to Japanese high school students in Japan, Espace Co., 2011-2012.**

This role involved excellent communication skills along with patience and enthusiasm.

* **Sales Associate, O2, 2009 –2012.**

I worked for O2 for three years in a part time position. Team work was essential in order to reach targets and increase sales. My responsibilities included dealing with the public, selling products, solving problems and handling cash. Excellent customer service skills were of utmost importance.

* **Tennis Junior Co-ordinator, Wexford Harbour Boat & Tennis club, 2010.**

I gained valuable leadership and communication skills in teaching and supervising children between the ages of 6 and 16. High levels of organisation and time management were essential in organising local and national tennis tournaments.

**Skills and characteristics**

* **Communication skills:** I can effectively communicate ideas, information and instructions to others in a manner which is highly receptable. This has been essential when dealing with clients and solicitors in my position as a Legal Intern.
* **Team Work:** I enjoy working as part of a team working together towards a common goal. I contribute hard work, a positive attitude and enthusiasm to teams and work well with others. I enjoyed working with a team of solicitors in McDowell Purcell solicitors, learning from them and contributing my own work and skills.
* **Leadership skills:** I have demonstrated leadership skills in my role as Junior Tennis Co-ordinator and as an English tutor whilst in Japan. It was my responsibility to teach students through following my direction during lessons.
* **Time management and organisation:** Organisation and time management have been hugely important in my academic and professional life. I have developed skills such as prioritisation in order to manage my time well and adhere to time limits and meet deadlines. It was extremely important to have excellent organisation and time management skills when working in McDowell Purcell solicitors due to the fast paced environment and strict deadlines. Possessing these skills alleviates pressure that may arise from a heavy workload.
* **Highly motivated and driven:** I am highly motivated to achieve goals that I have set both in my personal and professional life. Having decided during my undergraduate degree that I would like to pursue a career in law, I enrolled in a Masters course in Trinity College Dublin to further my legal knowledge. I was eager to gain more experience so I volunteered in Wexford Law Centre and subsequently gained an unpaid position as a Legal Intern. My goal of becoming a solicitor motivates me to consistently study, learn and gain more experience.
* I am ECDL qualified and a proficient user of Microsoft office.

**Interests and Achievements**

* I have completed a MOOC in Technology Law from the Law Society of Ireland.
* I am an active member of Wexford tennis club. I was a member on the Leinster underage tennis squad. I also played for Wexford on the Inter-Provincial Town’s tennis team.
* I am a qualified Professional Tennis Registry (PTR) tennis coach. I travelled to the UK when I was 16 in order to partake in an intensive course.
* I enjoy baking and often experiment with recipes with the aim of making healthier treats.
* I love to travel and have spent a summer in California and an academic year in Takasaki, Japan.
* I possess a full driving licence.

References available upon request.