**Sarah Smyth**

**Mobile:** 087 785 8846 **Email:** smyth.sarah16@gmail.com **DOB** : 07/09/94

**Work Experience:**

**Judicial Assistant in the High Court, Courts Service, Dublin: April 2018 – Present.**

* Legal research
* Liaising with parties
* Attending court
* Completing administrative tasks as required

**Sales Assistant at Brown Thomas Galway: June 2016 – January 2018.**

* Selling stock
* Meeting sales targets
* Updating sales records
* Completing financial reports

**Tutor at NUI Galway in Criminal Law & Constitutional Law: October 2016 – April 2017.**

* Prepare and conduct seven tutorials each week for eight weeks
* Taught classes of up to 30 students each session
* Corrected summer examination papers for Constitutional Law II

**Festival Team Co-Ordinator at Baboró International Arts Festival for Children: September – October 2016.**

* Conducted interviews with potential stewards and volunteers
* Organised staff schedules
* Overseeing venues
* Completing administrative tasks as required

**Steward at Baboró International Arts Festival for Children: employed during 2013; 2014 and 2015 festivals, and work occasional shows throughout the year.**

* Taking tickets
* Selling merchandise
* Dealing with customer queries
* Monitoring theatre audiences

**Education:**

**National University of Ireland, Galway.**

* 2015 – 2016: LLB (Bachelor of Law)
* 1:1 qualification
* I completed placement at the Irish Council for Civil Liberties, Blackhall Place, Dublin from January - March 2016.
* I ranked 2nd out of 75 students, and was also joint winner of the Val O’Connor prize for receiving the highest grade in the Equity module.

**National University of Ireland, Galway.**

* 2012 – 2015: Bachelor of Arts Degree with English & Legal Studies.
* I obtained a high 2:1 qualification.

**Salerno Secondary School, Salthill, Galway.**

* 2007 – 2012: I obtained 445 points in my Leaving Certificate.

**Skills:**

I maintain excellent verbal and written communication skills developed through past work experience, and my English degree.

I am a critical thinker with effective researching skills, proven through my LLB course and placement at ICCL, where I assisted in the research and administrative departments.

I have solid computer skills, having previously worked with Microsoft Word, Excel, Quark & WordPress systems.

I possess interpersonal and relationship building skills proven through involvement in various festivals where teamwork is vital.

I have solid organisational skills, and bear the ability to multitask.

I am an FE1 candidate, having completed my first set in March 2018: Criminal Law (66), Constitutional Law (59) and Equity (50). I will sit another three in October 2018, with a view to completing my last two exams in March 2019.

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References are available upon request.