Curriculum vitae

shannon Fahy

CONTACT

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WORK EXPERIENCE

April – Current **Paralegal**

LK Shields Solicitors

* Discovery and document preparation for the ADR and Litigation department.
* Leading the paralegal team in numerous trial preparations.
* Edited and amended documents at solicitors’ requests.
* Preparing documents for Data Subject Access Requests, in line with the GDPR
* Attending court and providing on-site assistance to solicitors.
* Administration assistance for all departments.
* Archiving
* Scheduling documents
* Covering the firm’s reception when the receptionists were absent.
* Legal research
* Completing final drafts of cease and desist letters for IP infringements
* Training new paralegals.

September – March 2018 **Merchandiser**

 Concepts Ladies’ Fashion

* Online Promotion and Social Media
* Product Placement
* Customer Service
* Financial Reports and Lodgement

June – August 2017 **Compliance Intern**

 State Street Global Advisors, Boston, Mass.

* Assisting in the NFA’s Annual Review for Cyber-Security, and the NFA’s annual self-examination.
* Involved in the expansion of the Anti-Fraud program.
* Helping to develop and enhance controls to minimise privacy risks.
* Ensuring compliance with staff training procedures and documentation.
* Responsible for the redrafting of the Code of Ethics to make it more accessible.
* Project Manager for Core Training initiative.
* Carried out Monitoring & Surveillance studies with regard to Privacy, as well as for Anti-Bribery and Corruption.

Jan – March 2017 **Legal Intern**

Bio-Medical Research Ltd., Galway

* Carried out trademark research and reports.
* Investigated and compared relevant commercial contract clauses.
* Ensured suppliers/clients carried out their contractual obligations before they terminated their contracts.
* Built an excel database to schedule contract renewals.
* Wrote letters to correspondents.
* Organised documents and filed all the paperwork in the inventory and in hardcopy format.

May 2016 – April 2017 **Supervisor**

 IMC Cinema, Oranmore

* In charge of opening and closing procedures.
* Responsible for the completion of nightly financial, statistical, and distributor reports, through the use of excel.
* Relied on to organize and delegate work to staff.
* Responsible for maintaining and programming projectors.
* In charge of constructing daily schedules.
* Carried out financial lodgement at the close of business each night.

Dec 2013 – May 2016 **General Staff**

 IMC Cinema, Galway

* Relied on for customer service and dealing with inquiries.
* Responsible for housekeeping.
* In charge of maintaining stock and shop presentation.
* Relied on to operate machinery.

EDUCATION

March 2018 **Law Society of Ireland**

 FE1 Examinations – Contract, Company, Criminal, and Tort.

2016 – 2017 **National University of Ireland, Galway – LL.B**

First Class Honours Grade One (Rank – 3rd)

2012 – 2016 **National University of Ireland, Galway – BA with Creative Writing**

 Legal Studies, English, Creative Writing, Spanish

 Second Class Honours Grade One

2008 – 2012 Calasanctius College, Oranmore, County Galway

Leaving Certificate 490 out of 600 points

2000 – 2008 West Elementary and West Middle School, Andover, Massachusetts

VOLUNTEER WORK

2014 **Invigilator**

 Galway Arts Festival *Absolut* Gallery and Big Top Stadium

2013 **Pedestrian and Athlete Assistant**

 Ironman Triathlon, Salthill

2012 **Customer Assistant**

 Down’s Syndrome, Ireland – Buy My Dress Fundraiser

ACHIEVEMENTS

* Nominated for an internal Service Excellence Award at LK Shields, by an Associate Solicitor.
* Winner of the LK Shields Hugh Garvey Memorial Prize in 2017 – awarded to the student who achieves the highest marks in Intellectual Property Law.
* National University of Ireland, Galway Student Union Class Representative for Creative Writing.
* Former journalist for NUIG’s student newspaper.
* Wrote a complete novel for my Creative Writing class assignment.

REFERENCES

Ms Jill Callanan, Partner Ms. Elaine McCormack, Legal Counsel

LK Shields Solicitors Bio-Medical Research, Ltd.

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