**Shannon Molloy**

**PERSONAL DETAILS**

Telephone: (085) 823 0509 Address: 6 The Court,

Email: [shannonmolloy15@gmail.com](mailto:shannonmolloy15@gmail.com) Wolstan Haven,

Celbridge,

Co. Kildare.

**SUMMARY**

LLM graduate with relevant office experience who has completed five Law Society FE-1 examinations seeking a traineeship with a Dublin based commercial firm.

**WORK EXPERIENCE**

June 2020 - July 2020 McCann Morrissey Clarke Solicitors, Dun Laoghaire

**Position: Work Experience**

**Litigation**

* Preparing briefs for senior counsel.
* Working with case management systems primarily Expd8.
* Preparing dictations for Mr. Clarke and his partner Ms. Angela McCann.

**Client Care**

* Arranging appointments for clients.
* Answering telephone calls and preparing post for dispatch.

Nov 2019- Present Ted Baker, BT2, Dublin 15

**Position: Senior Sales Advisor**

**Customer Service**

* Championing the brand and maintaining excellent standards at all times.
* Conducting EA online sales with a constant focus on NPS and CRM.
* Collecting daily competitor figures and participating in monthly stock takes.

**Senior Role**

* Attending morning briefs and arranging the daily planner for other team members.
* Completing weekly managerial trade reports and processing delivery.

Jun 2018 - Aug 2018 Goodbody Stockbrokers, Dublin 4

**Position: Intern-Compliance Department**

**Compliance**

* Completed daily monitoring tests and assessed internal compliance procedures.
* Participated in monthly ‘stock pick’ sessions involving comparison of stocks and presentation of results.
* Presented a group project on ‘The Role of Women in Goodbody’ to senior staff members including Managing Director Roy Barrett.

**Client Care**

* Reviewed and updated compliance manual for use in Goodbody’s London office.
* Scheduled appointments between compliance manager and other managers.

**EDUCATION**

**Law Society of Ireland**

Due to sit final FE-1 examination March 2021

Due to sit 2 FE-1 examinations November 2020

Passed 3 FE-1 examinations March 2020

Passed 2 FE-1 examinations October 2019

**Maynooth University**

**LLM** 2:1 Honours in Global Legal Studies 2019

**Maynooth University**

**BCL** 2:1 Honours in Law and History 2017

**St. Wolstans Community School**

**Leaving Certificate** 500 points 2014

**SKILLS**

* Skilled at using Microsoft Office (including PowerPoint, Access, Word and

Excel) and earned my European Computer Driving Licence (ECDL) in 2013.

* Excellent written and oral communication skills through the completion of several presentations in University and to senior management in Goodbody Stockbrokers.
* Proficient analytical skills via the regular completion of managerial trade reports in BT2.

**ACHIEVEMENTS**

* Gáisce Presidential Award 2012: Bronze Medal.
* Awards for Excellent Junior Certificate Results (2011) and Excellent Leaving Certificate Results (2014).

**INTERESTS AND HOBBIES**

* Sports: Kildare GAA, circuit training, boxfit and swimming.
* Fundraising: Regularly partakes in the Ian Daly ‘Swim a Mile with a Smile’ 2015, 2016, 2017, 2018 and 2019.

**REFERENCES**

Available on request.