

SHARON ADEDAPO

Email: adedaposharon@gmail.com Telephone: +44 736 7509 938

LinkedIn: www.linkedin.com/in/sharon-adedapo

PROFESSIONAL SUMMARY

Dedicated and highly motivated law graduate with a strong academic background and practical legal experience. Committed to delivering excellence and eager to leverage expertise, research capabilities, and analytical skills to make a valuable contribution to a dynamic legal team.

EDUCATION

Master of Laws (L.L.M)	2023-2024
<i>London School of Economics and Political Science, United Kingdom</i>	
Bachelor of Civil Law (B.C.L) Clinical in Law & Business (First Class Honours)	2019-2023
<i>National University of Ireland, Maynooth, Co. Kildare, Ireland</i>	
Leaving Certificate	2017-2019
<i>The Kings Hospital School, Palmerstown, Co. Dublin, Ireland</i>	

WORK EXPERIENCE

Legal Secretary- FH O'Reilly & Co Solicitors **June 2023-August 2023**

- Provided exceptional administrative and secretarial support to a highly skilled team of solicitors and legal professionals.
- Prepared and meticulously formatted a wide range of legal documents, including correspondence, contracts, and court forms.
- Maintained and organised confidential client files and records in strict compliance with data protection regulations, ensuring utmost confidentiality and security of sensitive information.

Procurement Intern- Electricity Supply Board (ESB) Networks **June 2021-June 2022**

- Drafted and dispatched documents in full compliance with EU and Irish legislation, highlighting meticulous attention to detail and adherence to legal requirements.
- Efficiently organized and prepared documents for internal and external stakeholders, facilitating streamlined communication and operations within and outside ESB.
- Developed an extensive understanding of EU and Government policies and legislation, enabling informed decision-making in procurement processes.

Student Ambassador- Maynooth University **August 2020-August 2022**

- Provided a warm and welcoming experience to prospective students, effectively representing the University and fostering a positive impression through engaging interactions.
- Demonstrated excellent communication skills by effectively engaging with current and potential students in person and over the phone.
- Expertly managed the BCL Law & Business booth during Maynooth University Open Days, offering relevant information and addressing inquiries.

Customer Service/Cashier- Musgrave Marketplace, Robinhood **July 2020-May 2021**

- Exemplified outstanding communication and customer service skills through regular interaction with customers, ensuring a positive shopping experience.
- Displayed exceptional attention to detail skills during stock-taking processes, maintaining accurate inventory records.
- Maintained cash drawer accuracy 15% above targets, demonstrating a high level of responsibility and trustworthiness in financial management.

ACHIEVEMENTS & LEADERSHIP

Commercial Law Virtual Internship- Matheson LLP **July 2023**

- Gained experience in legal drafting, legal research, and client communication while addressing the client's needs.

- Demonstrated proficiency in research, analysis of information from various sources, and effective time management.

Commercial Technology Law Virtual Internship- A&L Goodbody LLP **July 2023**

- Advised clients on the consequences of data breaches, gaining practical skills in legal analysis, attention to detail, and issue spotting.
- Developed expertise in preparing pro-forma personal data breach notifications for data subjects, displaying skills in legal drafting, issue spotting, and commercial awareness.

Public Relations Officer- Enactus Society, Maynooth **October 2022-May 2023**

- Spearheaded the public relations efforts of the Enactus Society at Maynooth University, actively contributing to the society's outreach and communication strategies.
- Developed and implemented impactful communication campaigns to promote the society's projects, events, and initiatives, effectively increasing its visibility and engagement among students and the wider community.

Secretary- Enactus Society, Maynooth **October 2020-July 2021**

- Assisted in the smooth operation of the society by managing administrative and organisational tasks that supported the society's overall functioning.
- Managed communication and correspondence for the society, both internally and externally, ensuring clear and timely dissemination of information to members and stakeholders.
- Demonstrated strong attention to detail and organisational skills while writing minutes during meetings, capturing key discussions, action items, and decisions made.

PERSONAL DEVELOPMENT

- ELSA Summer Law School Course on Intellectual Property Law (2022).
- Free Legal Aid Centre (FLAC) Training Certificate (2020).
- Participated in Eversheds Sutherland Insight Day and secured three months of mentorship.
- Committee Member for European Law Students Association (ELSA), the Feminist Society, and the Entrepreneur Society at Maynooth University.
- Campus Ambassador for Legal Cheek and Radshaw Solicitors Ltd.
- Completed the 'Human Rights: The Rights of Refugees' course by Amnesty International.
- Participated in the US and Google Mentoring Programme (2020).
- Received Letter of Commendation from the School of Business at Maynooth University.