*Sharon Murray*

Corrimbla South, Ballina, Co. Mayo

086 3004254; sharon\_murray9494@outlook.ie

**PERSONAL PROFILE:**

Paralegal with three years’ experience with the Galway City State Solicitor. I have passed all eight FE1 Examinations between March 2021 and March 2022. I am a highly self-motivated individual with the ability to work on my own initiative in both group settings and independently. I possess excellent communication skills and thrive in a fast-paced results-oriented environment. Auditor of the NUIG law society in which I was heavily involved with for three years. An active volunteer in a variety of charitable events both home and abroad.

**EDUCATION**

**Mar 21-Mar 22 FE1 Examinations, Law Society of Ireland**

**Sept 17- Sept 18. MSc in Strategy, Innovation and People Management, National University of Ireland Galway.**

**Sept 14-May 17. Batchelor of Corporate Law (CL), National University of Ireland Galway.**

**Sept 07- June 14. St. Marys Secondary School, Convent Hill, Ballina, Co. Mayo.**

**WORK EXPERIENCE**

**Feb 23-June 23 Leverage Shares PLC**

* Reviewing service agreements
* Filing revenue documentation
* Creating/amending/reviewing Suplementary Trust Deeds/Prospectuses/Final Terms/Master Definition Schedules/Global Notes
* Attending Board Meetings and preparing Board Minutes
* Attending meetings with the Central Bank of Ireland and The Financial Conduct Authority UK

**Jan 20-Feb 23 Kennedy Fitzgerald Solicitors, The Waterfront, Bridge Street, Galway**

* Organised consultations between investigating Garda and counsel.
* Lodged documents in Court ahead of Hearings.
* Prepared Books of Evidence/Witness Orders/Letters to Guards and Additional Evidence for Trial.
* Attended at Circuit Court in Criminal cases for Trials/Sentencing/Arraignments and prepared attendance notes for same.
* Prepared Briefs for Counsel in both Criminal and Civil matters.
* Drafted documentation for lodgements in High Court proceedings.
* General litigation experience.
* Prepared legal documentation such as wills, termination notices, affidavits, and power of attorney.
* Attended initial consultations with clients and prepared briefs for counsel for matters to be heard at District, Circuit and High Court.
* File management- opening of new files and archiving matters which had been dealt with.
* Liaising with Clients for case progression updates and attending settlement talks.

**Aug 19-Jan 20 Traveling around Australia**

**Sept 18-Aug 19 Recruitment Consultant, Hays Recruitment, Flood Street, Galway City, Co. Galway**

**June 17- Sept 17 Legal Intern, Callan Tansey Solicitors, 3 Wine Street, Co. Sligo.**

* Prepare attendance notes on client consultations for Solicitor in charge.
* File management.
* Preparation of medical records for Consultant’s review.
* Attending at Court and settlement talks.

**Feb 13- Sept 18: An Sean Shebeen, Abbey St, Ballina, Co. Mayo (weekends during college term and full time during the summer months).**

**RESPONSIBILITIES:**

* Ensure high levels of customer care and customer satisfaction, up to 200 customers depending on the event.
* Ability to adapt to the needs of international customers.
* Monitor and replenish stock levels.
* Processed cash and card transactions and reconciling end of night taking up to €3000.
* Work effectively with other team members to meet customer needs.
* Train new staff members on pub procedures and adhering to health and safety regulations.

**Sept 16 Student Ambassador, NUI Galway**

* Promote the university at events.
* Conduct guided tours around the campus and city.
* Interacting with prospective students and their parents about what the university has to offer and answer queries.
* Promote law degrees within NUI Galway, on a national platform in the RDS.

**Oct 15-July 17 Law society NUI Galway (Auditor)**

* Efficiently work with committee members for the success of the society.
* Organise events, for example, the law ball, guest speakers and careers in law events.
* Responsible for ensuring each committee member is fulfilling their designated role.
* Communicate effectively with all members to meet deadlines and time restraints.

**June 16 Volunteer in Zambia for a month, with Habitat for Humanity Ireland**

* Fundraised €3000 to secure a place on the volunteering trip.
* Participated in teamwork-based activities building two houses while adhering to health and safety.
* Held a “law in action” workshop educating the community about the importance of wills.

**SKILL PROFILE**

**Teamwork:** Proven ability to work effectively and efficiently demonstrated through role as Auditor in the Law Society and volunteer in Zambia and time spent working in the bar.

**Resilience:** Proven track record of maintaining motivation to complete tasks even when faced with challenges.

**Communication skills:** Excellent written and oral communication skills developed through researching and writing essays and delivering numerous presentations throughout degree programme, also while working as an intern in a solicitors practice.

**Attention to detail:** the ability to complete a task while demonstrating a thorough concern for all the areas involved, no matter how small.

**Project management:** Excellent project management skills developed through role as the auditor of the NUI Galway law society, which involves hosting, promoting, and arranging a large variety of events throughout the year.

**Leadership:** Regularly provide cover for bar manager in An Sean Shebeen and delegate tasks efficiently to other team members ensuring to maintain a high level of customer service.

**ACHIEVEMENTS**

* Received ALIVE certificate in 2014 and 2015 for volunteering achievements.
* Completed courses in suicide prevention and detection. Received ASIST (applied suicide intervention skills training) certificate in 2016.
* Volunteered in Zambia for a month during the summer of 2016, building two houses and hosting a will writing workshop.
* ECDL (European Computer Driving Licence)

**REFERENCES**

Available on request.