**Shauna Healy**

Phone: 087 3265420

Email: healyshauna142@gmail.com

**Personal Details**

Address: Stonepark, Ballymote, Sligo

Date of Birth: 13/12/1997

**Education**

* Coláiste Mhuire, Ballymote, Sligo (2010-2015)
* Bachelor of Arts International degree in the National University of Ireland, Galway with Legal Studies and German (September 2015- 2019)
* Erasmus Exchange Programme (2017-2018)
* Bachelor of Laws (LLB) – (2019-2020)
* Diploma in Immigration and Asylum Law- City Colleges (2021)

I have completed my FE1 Examinations in the following subjects:

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| **Contract Law: 63** |
| **Criminal Law: 64** |
| **Equity: 53** |

**Work Experience**

**-Clinical Placement, Greg Nolan Solicitors, 5 Sherwood Avenue, Galway City.**

**-Legal Secretary, William G Henry & Co Solicitors, Ballymote, Sligo (June -August 2016)**

**Duties:**

* Answering telephone calls and greeting walk-in clients.
* Dictating letters to clients and writing up attendances.
* Other administrative duties such as writing cheques, posting letters and photocopying.
* Organising documentation

**-Team Member at Habitat for Humanity, Global Village Programme (2016)**

I travelled to Zambia from 3rd-20th June 2016, where myself and a team of seven others built two houses for disadvantaged families and vulnerable children.

While in Zambia, myself and other members of the team successfully hosted a Will-Writing Workshop in order to inform local women of the importance of writing a will.

**-Retail Assistant at Newspoint, Galway Shopping Centre**

**-Customer Server at Maple Moose, Eyre Square Shopping Centre, Galway**

**-Customer Server at O’Hehirs Bakery, Westside Shopping Centre, Galway**

**-Customer Server at Hot Rods Fast Food Restaurant / Deli, Collooney, Sligo**

**-Waitress at O’Kellys Irish Pub, Freiburg, Germany**

**-Summer Camp Counsellor, Stroudsburg, Pennsylvania, USA**

**-Waitress at Temple House Manor and Castle**, **Sligo**

**Key Skills**

* Excellent communication and teamwork skills acquired through previous roles.
* Experience with Microsoft Word, Excel, photocopying and dictation
* Typing speed of 47 WPM
* Ability to handle confidential and sensitive information with appropriate discretion
* Ability to work under pressure and meet important deadlines.

**References**

Available on request.