80 Cook Street, Christchurch, Dublin 8, 0861023854, conlonsi@tcd.ie

**Sinéad Conlon**

I am a mbitious, goal driven and experienced legal executive applying for the Byrne Wallace Trainee Programme. I have a passion for client services and possess experience from the retail, education, finance and legal sectors. I am a highly self-motivated individual and dedicated to any organisation I work for. Currently I am awaiting the results of my final set of FE1 exams having passed in Equity, Contract and Tort Law and receiving a distinction in Criminal Law.

**Key Skills**

**Client Focus:** Strong interpersonal skills, consistently ensuring client satisfaction and delivering excellent service.

**Research:** Strong, self-motivated with analytical, interpretative and research skills.

**Communication:** Confident public speaker. Always happy to lead and facilitate groups.

**Administration:** Very organised and able to manage large volumes of files, office processes and systems.

**IT Skills:** Strong skills in Microsoft Excel, Word and Power Point. Extensive experience using document management systems and other databases.

**Employment History**

**September 2016-Current Legal Executive OSM Partners, Dublin**

* Currently working in the Mortgage Litigation Department. Here I manage large volumes of files, provide administrative support to partners and solicitors, draft correspondence, pleadings and briefs as required, and assist partners when preparing for trial. I draft letters serving proceedings on defendants and correspondence to Court offices and third parties and attend on barristers when requested. Before working in the Mortgage Litigation department, I have also worked in the property and insolvency departments.

**August 2015-September 2016 Benefits Administrator Willis Towers Watson, Dublin**

* In this role I managed and administered life assurance and income protection policies. Duties included renewing policies annually, processing claims, applications and re-broking schemes. I also managed deductions and provided a role of support and assistance to claimants and scheme members.

**September 2014-June 2015 English language assistant Colegio Salesiano San Miguel, Madrid**

* Here I assisted English language teachers, instructing classes of children aged between 6 and 12. Organised and facilitated conversation classes involving games, role plays, re-enforced grammatical structures and reading and writing skills by examining students one on one.

**June-August 2012, 2014 and 2015** **Programme animation staff Dublin School of English, Dublin**

* In this position I was responsible for large numbers of English language students aged 8-21. Organised and gave tours in and around the Dublin area for students, focusing on the landscape and history of the country. Conducted and facilitated art, drama, and sports workshops. Managed student, group leader and parent queries and issues.

**September 2012-June 2013 Sales Assistant** **Monsoon, Belfast**

* While studying in Queen’s University Belfast I worked as a sales assistant. In this role I was part of a team that won two company awards for sales and marketing.

**April 2011-September 2012 Part time manager** **The Little Shop of Books, Howth**

* During my studies I worked as part time in our family run business. Here I gained extensive experience in customer service, stock sourcing, cataloguing, sales, returns, inventory, and accounting for the store.

**June –September 2008 Temporary clerical officer Office of Public Works, Dublin, Ireland**

* Clerical officer for the OPW. Dealt with affairs regarding planning permission, customer service, office administration, and cataloguing of state files.

**Education**

**July 2017 CPD The Law Society of Ireland**

* Completed the *Employment Law in the Digital Era* MOOC course with the Law Society of Ireland.

**June 2016- Present FE1 Law exams The Law Society of Ireland**

* Currently I have passed Equity, Contract, Tort and Criminal Law, in which I received a distinction. I am now awaiting the results of my final set of exams.

**September 2012- September 2013 2.1 M.A. English (Broadcast Literacy) Queen’s University Belfast**

* Specialised in the history of broadcasting in Ireland and the U.K. and in writing for broadcasting.
* Presented a paper at the conference ‘Memory, Modernism and Media: Ireland 1913-1916’ in NUI Maynooth entitled ‘Tom Clarke: The Forgotten Signatory’.

**September 2008-June 2012 2.1 B.A. History Trinity College Dublin, Ireland**

* Specialised in Irish social and cultural history and the history of children’s media in Ireland. Other work included examining literature of Weimar Germany.

**Achievements**

* Completed the 2016 & 2015 Dublin Marathon, 2014 Killarney Marathon and 2014 Connemarathon.
* Participated in the Focus Ireland ‘Four Peak Challenge’ raising over €1,000 and climbing the four highest mountains in Ireland in one weekend.
* Winner of All Ireland Scholarship in 2008.

**Volunteer work**

* Trinity College Voluntary Tuition Programme. Gave free grinds to primary students from disadvantaged areas (2008-2010).
* Barnardos Charity Shop. Sales and stockroom assistant (2006, while studying in secondary school)
* The Arc Children’s Centre. Volunteer for the toys exhibition and art workshops (2006, while studying in secondary school).

**References**

Declan Murphy. Partner - OSM Partners, 87 Harcourt Street, Dublin.

**Tel. 01 691 5902**

Aidan Forkan. Team Leader – Group Insured Pensions, Group Risk & SSAS, Willis Towers Watson, Dublin.

**Tel. 01 632 6922**