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| Sinéad Purcell  Final year Bachelor of Civil Law student. Ambitious and highly motivated, possesses a range of transferable skills and capable of adapting to any work environment. | Galway City  **(087) 6176078**  **S.PURCELL4@nuigalway.ie** |
| EXPERIENCE **Irish Refugee Council Law Centre** *– Legal Intern*  January 2017 – Present  Attendance at the Superior Courts for hearings pertaining to asylum law.  Conducting of research and attendance at client consultations on behalf of the solicitor.  Completion of case summaries of national judgments for EDAL (European Database of Asylum Law)  **Kemple Gormley Solicitors** *– Legal Intern*  October 2016 – Present  Drafting of legal documents in preparation for use in court or for client case files.  Communicate with clients via telephone or email  General administrative tasks – filing, scanning of documents, posting and hand delivery of documents. Debenhams – *Senior Sales Advisor*  May 2014 – August 2015, May 2016 – Present. Trained barista, sales assistant, deli assistant and kitchen porter. Additional responsibilities as Senior Sales Assistant – Food Quality Assurance, Temperature Control, Stock Take.  Registered in-store First Aid Responder. Responsible for triaging any onsite injuries, completion of accident reports and the continuous maintenance of First Aid boxes. Whelan Tax Solutions — *Administrative Assistant*  August 2015 & 2016  Creation of filing system for the benefit of the principal.  Preparation of client case files.  General organisation of the office. EDUCATIONNational University of Ireland, Galway, — *Bachelor of Civil Law International*  2:1 Grade Point Average  First Year Modules: Irish Legal Systems, Legal Procedure, Legal Research and Methods, Contract Law, Constitutional Law, Torts, Legal French  Second Year Modules: Criminal Law, Company Law, European Union Law, Administrative Law, Sociology of Law, Intellectual Property, Criminal Justice  Third Year Modules: Equity, Land Law, English Land Law, Evidence, Alternative Dispute Resolution, Media Law, Criminology University of Ottawa, Ottawa, ON, Canada — *International Exchange Programme* September 2015 – May 2016 Registered student of the Faculty of Civil Law  Studied both Civil Law and Common Law modules, at undergraduate and postgraduate level.  Modules Taken: Protection of Rights and Freedoms, Children and the Law, Aboriginal Law, Canadian Federalism Law, Forensic Science, Business Law, Family Law, Taxation Law. PROJECTS **Disability Legal Clinic, NUIG**  Clinic volunteer for 2016 – 217 academic year  **University of Ottawa, SFUO Food Bank**  Volunteer at the student run University food bank for the 2015 – 2016 academic year. Directed Research Paper – *‘A Study of Aboriginal Youth in the Context of the Canadian Criminal Justice System’* September 2016 –December 2016  Under the supervision of Mr Ronald Stevenson (Indigenous Bar Association of Canada)  **FLAC (Free Legal Advice Clinic), NUIG**  OCM and clinic volunteer for 2014 – 2015 academic year | SKILLS & ACHIEVEMENTS Occupational First Aid Certified (Awarding Body – FETAC Level 5)  Royal Irish Academy of Music, Grade 5  Health and Safety Courses relating to the workplace. Including Food Allergen Awareness, Infection & Contamination Control and Prevention, Health and Safety for Food Handlers and Manual Handling,  Proficient in the use of Microsoft Office, Word and Excel, having been employed in a capacity that required me to utilise such skills  Extensive customer service and satisfaction experience due to working in the retail sector.  Excellent written & verbal communication skills developed through various projects during my time at Third Level.  Leaving Certificate Results: 460 LANGUAGES English (Native), French ( Third Level Competency), Irish (Basic) |