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| Sinéad PurcellEXPERIENCE **Debenhams** – *Senior Sales Adviser*  May 2014 – September 2015, May 2016 - Present  Trained barista, sales assistant, deli assistant and kitchen porter.  In-store First Aid Responder.  Additional responsibilities include health and safety assessment, food quality assurance and team mentoring.  **Aviva Insurance –** *Claims Advisor*  May 2017 – Present  Professional management of a large portfolio of motor claims from first notification to settlement stages.  Completed desktop investigations to resolve liability disputes between parties and identify possible indemnity issues or fraud concerns  **Irish Refugee Council Law Centre** *– Legal Intern*  January 2017 – April 2017  Attendance at the Superior Courts for hearings pertaining to asylum law.  Conducted research and attended client consultations on behalf the legal team.  Completed case summaries of national judgments for the European Database of Asylum Law.  **Kemple Gormley Solicitors** *– Legal Intern*  October 2016 – April 2017  Responsible for drafting legal documents in preparation for use in court or for client case files.  Communicated with clients via telephone or email.  General office maintenance. EDUCATION **University College Dublin** – *Master of Law (International Commercial Law)*  2018 – 2019  Predicted Degree Result: Second Class Honors Grade One  **The Insurance Institute of Ireland –** *Professional Diploma in Insurance (CIP)*  2017 – 2018 National University of Ireland, Galway — *Bachelor of Civil Law International*  2013 – 2017  Degree Result: 2:1 Honours University of Ottawa, Ottawa, ON, Canada — *International Exchange Programme* 2015 – 2016 Student of the Faculty of Civil Law PROJECTS **Disability Legal Clinic, NUIG**  Clinic volunteer for 2016 – 217 academic year  Provided legal advice on matters pertaining to disability law to the general public under the supervision of a solicitor.  **The University of Ottawa SFUO Foodbank**  Foodbank volunteer for the 2015 – 2016 academic year  **FLAC (Free Legal Advice Clinic), NUIG**  Clinic volunteer for 2014 – 2015 academic year  Provided legal advice to student of NUI Galway on matters such as landlord and tenant disputes, employment law and personal injury claims | Galway City, Ireland  (087) 6176078  [Sinead.purcell@outlook.com](mailto:Sinead.purcell@outlook.com) 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. LANGUAGES English (Native), French (Third Level Competency), Irish (Basic) |