**Siobhan Derwin Address:** Lysterfield,

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I am a highly motivated and self-driven law graduate from the University of Limerick. I am profoundly accomplished in the areas of legal research, administration, time management and obtain assertive communication skills. I have developed these through my degree, internships and mainly my jobs in customer service. Many would describe me as having a friendly and contagious positive nature which I happily bring into the workplace.

# Academic Background

Second -Class Honours Bachelor of Laws – LLB with a minor in Sociology September 2019 – May 2023

**Leaving Certificate**

Roscommon Community College 487 points September 2013 – May 2019

# FE-1

Company Law Passed September 2023

Law of the European Union Passed September 2023

Law of Torts Passed March 2024

Equity Passed March 2024

Property Passed March 2024

# Employment Experience

## McSharrys Pharmacy

### **Sales assistant** **September 2023 – Present**

* Serving customers in all areas of the pharmacy, both the OTC counter and the beauty and fragrance counters in a busy, fast paced setting.
* On a daily basis I cash up the tills, complete lodgements and complete the back-office cash sheets on Excel all of which needs to be a high standard with the correct figures being inputted.
* Occasionally, I open and close the shop when needed.
* I have gained great customer service experience in a very diverse environment which is of the utmost importance to ensure every customer’s needs are met.
* I assist where I can in the dispensary and always make sure to relay information between the team and customers accurately.
* Shortly after starting this position I noticed a large amount of the stock figures on the system were incorrect and took the initiative to do a stock take on the shop to prevent over stock or shortages.

## RDJ LLP

**Legal Intern *June* 2023 – July 2023**

* I completed a six-week summer internship in the Galway office in the property and banking department.
* Working closely with the partners in each department and the legal secretaries on any work that needed to be done including commercial leasing, probate, and reviewing company constitutions.
* Completing several schedules for the return of documents to clients and drafted emails to clients to accompany these and researched information for partners where requested.
* I was privileged to attend the hearing of a litigation case held in the High Court in Galway and attended meetings with one of the litigation partners.
* I further developed my teamwork skills during the internship by taking part in two moot trials. It was of great value to be able to work with other interns to develop the best case possible to present in front of partners in the firm.

## McInerney Saunders

### **Tax assistant** **July 2021 – January 2022**

* Working closely alongside the manager of the tax department in a fast-paced environment to complete numerous income tax and VAT returns to a high standard.
* Liaising daily with various clients, Revenue offices, the tax team and partner in order to gather information and complete the returns.
* I obtained highly proficient skills in Microsoft Excel and other software used in the company.
* Organised my time and work efficiently in order to have all information gathered and completed in time for deadlines.
* Despite the high-pressure environment I always ensured all my work was completed to a high standard and to the level of detail required for such important tasks.

***McGorisks Pharmacy***

**Sales Assistant/Makeup Artist**  **September 2016 – July 2022**

* Working in all areas of the shop, serving customers, doing makeup for clients, assisting in the dispensary and later being promoted to weekend supervisor.
* Opening and closing the shop, cashing up tills and delegating tasks to other staff members.
* I effortlessly adapted to the various roles I was in during my time as the work in each area ranges vastly.
* When promoted to supervisor I dealt with many challenging situations as the person responsible and would ensure to relay any information to managers and superiors when needed.

**Awards and Acknowledgements**

* I was awarded the George Moore Scholarship after obtaining the highest leaving certificate points in my year.
* I have an ITEC level 2 qualification in makeup artistry.
* I have completed a Microsoft Excel course.

**Volunteering and Personal Interests**

* I have volunteered in local nursing homes, spending time with residents and doing activities with them.
* I spent many years singing in my local church choir and organising community events.
* In 2020 I had planned to embark on a volunteering trip to South Africa, however due to the pandemic this was cancelled, and I instead donated the money I had raised to the Irish Cancer Society.
* I enjoy going to the gym for both physical and mental health and I am an avid reader with a keen interest in mystery novels.
* Most importantly I love spending time with friends and family so any group activity I love.