**Sophie Melinn Conboy**

Curriculum Vitae

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**Summary**

Motivated, organised and hardworking graduate of NUIG. Outgoing and punctual, enjoys new challenges and approaches any task given efficiently and with thought. Works well as part of a team or individually and enjoys meeting and dealing with new people on a daily basis.

**Education**

2018-2021 National University of Ireland, Galway - BCL - 2.1 Honours

2012-2018 Dominican College, Taylor’s Hill, Galway

**Career**

August 2021-Present Legal Secretary, Rhatigan & Co. Solicitors, Galway

Rhatigan & Co. Solicitors is a general practice solicitors, specialising in personal injury cases.

* Answered the phone, arranging appointments and dealing with queries from existing clients and potential clients
* Completed dictation, writing letters to clients, insurance companies, other solicitors offices as well as briefs for barristers
* General administration work such as filing and organsing case files
* Gained valuable experience of the legal profession and the environment of a legal office

February 2019- Present Verve, The Live Agency, 15 Erne Street Upper, Dublin 2

* Working as a brand ambassador, representing and promoting clients such as Diageo, Alpro, Ben and Jerry’s and Vhi at a number of different events.
* Occasionally working under a supervisor and also doing self-intuitive regional work.

Sept 2019-October 2020 The Ardilaun House Hotel, Taylor’s Hill Galway

* Serving guests in a fine dining restaurant for both breakfast and dinner service
* Occasionally serving weddings and other functions
* General clearing and cleaning duties following service, ensuring that the hotel is ready for next service

July 2018-August 2019 McDonald’s, Shop Street, Galway

* Working on the cash register, ensuring the highest standard of customer service
* Working in the kitchen as part of a team to assemble meals in an efficient manner

**Achievements and Interests**

* 18 February - 25 March 2021: I took part in LIFT training to learn about and improve my leadership skills
* 1 February - 9 September 2021: I took part in the 20-4-21 challenge to run 1’000km and raise money for the charity, Suicide or Survive
* 16 October 2020: I was elected as a class representative for the academic year 2020/2021 for the final year BCL class
* 14 July 2019: I was elected Head of Fundraising for NUI Galway Boat Club for the 2019/2020 season
* I have been involved in rowing at different levels since 2016 and am currently coaching a masters crew with the intention of attending the Masters World Championships in summer 2022
* I am also training independently training for the Ironman 70.3 triathlon taking place in August 2022