

Sophie McGovern  
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## **PROFILE**

An ambitious, enthusiastic and committed graduate seeking a placement opportunity in order to build upon my knowledge, interest and understanding of the law. Additionally, I have a genuine interest in the area of advisory and hope to extend my skills in same.

## **KEY SKILLS**

### Legal Skills

- Attention to detail/analytical
- Legal reading, writing and research skills
- Logical reasoning and critical thinking

### Other Skills

- Listening and communication skills, including customer care skills
- Organisation
- Computer literacy which includes the use of Microsoft Word, Excel and Outlook

## **EDUCATION**

*Queen's University, Belfast* Sep 2017 - June 2018  
- LLM (Masters in Law) International Business & Law, grades to be determined

*Trinity College Dublin, The University of Dublin* Sep 2013 - May 2017  
- LL.B Law, graduated with average II.I

*Sacred Heart Secondary School, Drogheda* Sep 2008 - June 2013  
- Junior Certificate  
- Leaving Certificate

## **WORK EXPERIENCE**

*Legal Analyst* December 2017 - Present  
Herbert Smith Freehills LLP Belfast, Northern Ireland  
- This role includes: Conducting document review, due diligence, and other practice area-specific fee-earning work.  
- Providing general support to the rest of the legal team.  
- Maintaining an up-to-date knowledge of relevant areas of law to the Belfast office's practice.  
- Ensuring compliance with financial disciplines on matters.

*English Trainer* Nov 2017 - Present

Converland

Milan, Italy

*Legal Intern/Assistant*

June 2017 - Sep 2017

Tallans Solicitors

Both Ashbourne and Drogheda Office

- Answering calls, checking emails, taking minutes/notes and filing.
- Good use of digital dictation and sending letters to clients and third parties.
- Experience in relevant conveyancing documents i.e. Section 72 Declaration; Contracts for Sale; Loan Approval Clause
- Drafted Court Orders for debt recovery - Notice Claim and Civil Bill & Judgment Papers. Prepared various booklets for Court such as briefs, affidavits, vouching documentation, discovery documentation etc.
- Good use of opening and closing files e.g/ sending out a conflict check upon opening of file, sending out a letter of closure to client on closing of file.
- Good use of office filing software, e.g. use of Evolve Plus.

*Waitress/Receptionist*

May 2016 - Sep 2016

Larchmont Shore Club

New York, U.S.A

*Customer Care/Here2Help*

Sep 2015 - Oct 2015

Trinity College Dublin

College Green, Dublin

*Assistant Supervisor; Housekeeper*

May 2015 - Sep 2015

Westcourt Hotel

Drogheda, Co. Louth

### **PERSONAL ACHIEVEMENTS**

- Awarded Gaisce Award (bronze), included volunteering for paired reading with first year students. This lead me to be appointed library prefect within my secondary school.
- Received a Pathways to Law Scholarship from Trinity College every year for an outstanding leaving certificate.
- I have won numerous art competitions, including the credit union art competition on both national and local levels.
- Mentor as part of S2S (student 2 student) in 2014/2015 (TCD).
- Volunteered for Law Buddy Exchange Program in TCD.
- Member of the Sign Language Soc (TCD), obtained certificate on completion of beginners class.

### **PERSONAL INTERESTS**

Reading | Travelling | Yoga/Exercise | Sign Language

### **REFERENCES**

References available on request