

Sarah O' Flynn

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Summary

A knowledgeable and dedicated employee with previous experience working in the areas of bankruptcy, commercial, litigation and property. Proficient in deep and accurate research with a quick turnaround.

6 FE-1 exams successfully completed with two results pending.

Education:

2021-2022	Trinity College Dublin- International and European Business LL.M.	2.1 Honours
2017-2021	University College Cork- BCL (Clinical)	2.1 Honours
2016-2017	Limerick Tutorial College	Total points :484/600
2010-2016	Scoil Mhuire agus Ide	

Legal Work Experience:

02/09/19- 29/5/20, 13/06/22-Present Clark Hill Solicitors, 8-34 Percy Place, Ballsbridge, Dublin 4

- Assembling briefs, booklets of motion papers, Affidavits, Notices of Motion and filing them in the four courts. This familiarised me with key documents and the court's system.
- Filing for solicitors including being copied in their emails and ensuring they were attached to the relevant files as well as uploading the files on Legal Evolve.
- Researching for different matters online and calling different offices to gather information.
- Attending meetings and court cases to take notes and memos for relevant files.
- Attending Mediations.
- Filling out various forms on the CRO website.
- Getting documents sworn.
- Scheduling title deeds and attending property closings.
- Attending Barristers in court.

Other Experience:

11/07/18 - 18/08/19 Mann's Ballintemple Inn

- Supervising and communicating with a team of 9 waiters in a busy working environment ensuring teamwork is always a priority.
- Liaising with customers on a regular basis to plan events and arrange complaint resolution.
- Ensuring opening procedures were carried out correctly and efficiently.
- Training new employees.
- Managing in a fast paced, busy environment where long hours were required. Work was a minimum of 28 hours each weekend and the restaurant could seat over 300 people.

5/7/17-13/4/18 Newcastle west Tyres

- Paying attention to detail in bookwork to ensure accuracy and correct numeracy.
- Developing in house relationships with co-workers and managers.

- Improving commercial awareness into the wider business context, continually motivated to improve knowledge and skills.
- Processing large volumes of work in a timely manner.
- Improved filing systems for the company.

Skills/Achievements:**Technical Skills:**

- Microsoft word, Microsoft Powerpoint, Lexis, Bailii, Westlaw, Justis, Just Cite, Quickbooks, Legal Evolve, Keyhouse, Outlook, Kofax, iManage.
- Ability to type quickly.

Leadership:

- 2018-2021 Clinical Law class rep- organised meetings and social events.

Voluntary work:

- Currently in the process of raising €5,500 and preparing to climb Mount Kilimanjaro on the 22nd August 2023 in aid of the Meningitis Research Foundation.
- Member of FLAC- attending mock clinics where skills are developed in relation to real life situations and how to properly give advice.
- SUAS paired reading and mentoring volunteer for disadvantaged primary schools.

Awards:

- UCC Works Award.
- Bronze Gaisce Award.
- NStEP Student Engagement Recognition Award for Academic Representation.
- NStEP Introductory Class Rep Training.
- NStEP Representing Diversity.
- Grade 5 violin certification.
- Grade 1 piano certification.

Sport:

- Kickboxing.
- Green belt with blue stripe in Tae Kwon Do.
- Horse riding.
- Hiking

Additional certification:

- Manual handling, Fire safety, basic first aid, basic lifesaving, safe food for life courses, Full drivers licence.

References:

On Request.