

AOIFE JOYCE

UNIVERSITY STUDENT

CONTACT



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Blackrock, Co. Dublin.
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PROFILE

Ambitious individual seeking to enter an internship in the legal sector. Eager to continue practicing communication and technical skills. Genuinely interested in helping to serve the needs of the firm and its clients. Good at taking on new information quickly and adapting to new environments.

EDUCATION

Secondary School

Mount Anville Secondary School
2012 – 2018 (See Appendix A)

University

University College Dublin

Bachelor of Architecture 2018-
2019

Bachelor of Business and Law
2020 – Current (See Appendix B)

INTERESTS

Fashion

Socialising with friends and family

Cold water swimming

Yoga & the gym

Travel

EDUCATIONAL ACHIEVEMENTS

I was awarded the academic prize for
Home-Economics from 1st to 6th Year

I was awarded the prize for English
and History in 4th Year

OTHER

Team Leading

I was captain of my hockey team in
school.

Completed the Bronze Gaisce Award

Interpersonal Skills

I volunteered in Donnybrook hospital
engaging with patients and organising
activities.

Organisation and Money Handling

I was selected to organise the
academic trip abroad on behalf of the
college. (2019)

College Society Member

Law Society & Commerce &

Economics Society

WORK EXPERIENCE

Special Centre Invigilator for the State Exams (2019)

- This involved the collection, distribution and invigilation of state examinations to students in special centres. I was also responsible for completing relevant documentation and timekeeping.

Architectural Firm (2016)

- I spent time in an architectural firm office. I had to quickly learn how to use a new computer software on site. Interpersonal skills were developed with colleagues in a fast-paced working environment.

IBM (2016)

- I partook in a course which involved experiencing all facets of the company from computer science to sales. Customer engagement and self-delivery were key areas of focus.

The Waffler (2022)

- My role included serving customers, till management, admin duties, fulfilling orders, stock taking, cash ups, preparing food items, barista duties and cleaning. I trained in new employees to fulfil similar duties to myself.

Rosemary Gantly Solicitors

- Legal assistant. Jobs completed include admin work, dealing with clients directly, independently worked on Notary issues, complete fact checks, prepare conveyancing files and probate files, attend court, review Affidavits of means and service.

Skills

Professional

- Active Listening & Communication Skills
- Respectful & Diligent
- Interpersonal Skills - Ability to work well with others
- To be thorough and pay attention to detail
- Sensitivity & understanding
- Patience & the ability to remain calm in stressful situations
- Abilities to Problem solve & Multitask

Technical

- Tech Literacy
 - ECDL
 - Microsoft Office
- Numeracy Skills
- Money Handling Skills

Appendix A

Leaving Certificate Results

Overall points achieved: 555

Subject Grades:

English	H2	Business	H2
Irish	H2	Biology	H1
Maths	H4	Home-Economics	H1
		French	H2

Appendix B

Business and Law Degree Results

Expected Degree Outcome: 2:1

Year 1

Overall: 2:1

Subject Grades:

Business in Society	C+
Inside Organisations	A-
Microeconomics for Business	B-
Constitutional Law 1	A-
Constitutional Law 2	B-
Contract 1	B-
Contract 2	B
General Introduction to the Irish Legal System	B-
Legal and Professional Skills	B+
Mathematics for Business	B
Digital Technologies in Business	A
Data Analysis for Decision Makers	C-

Year 2

Overall: 2:1

Subject Grades:

Managing Business Ethics	A+
Principles of Finance	C+
Negligence and Related Matters	B
Nominate Torts	B-
EU Constitutional Law	B+
Financial Accounting 1	D-
EU Economic Law	C+
Criminal Liability	C+
Criminal Offences and Defences	B-
Business Analytics	C+
Digital Society	B-
Marketing: Firms, Customers & Society	A-

Year 3

Overall: 2:1

Subject Grades:

Global Business	B+
Global Operations & Supply Chain Management	C+
Business Strategy	B
Evidence - Foundations	C+
Media Law	A-
Environmental law and Policy	C+
Family and Child Law	B
Commercial Law	C+
Copyright Law	C-
Responsible Marketing	A-
Financial Accounting 2	D-
Management Accounting	D

Year 4

Expected Overall: 2:1

Graduating May 2024