***Curriculum Vitae***

**Aoife Kirby**

An Grianán,

Kinsealy Lane,

Malahide,

Co. Dublin, Ireland

Email address: [kirbyao@tcd.ie](mailto:kirbyao@tcd.ie)

Date of Birth: 1st February 2003

**Education:**

SEPTEMBER 2015  - JUNE 2021

**Malahide Community School** *- Leaving Certificate*

* ***Results Achieved: 590 points***
  + Irish: H1
  + English: H1
  + French: H2
  + Maths: H3
  + History: H1
  + Business: H1
  + Chemistry: H3

SEPTEMBER  2021  - PRESENT

**Trinity College Dublin** *- Bachelor of Laws*

**Indiana University, Bloomington** – *Study Abroad* (2023- 2024)

* ***First Year Result: 64%***
  + Torts: 61%
  + Jurisprudence: 64%
  + Constitutional Law I: 63%
  + Foundations of Law I: 64%
  + Criminal Law: 65%
  + Contract Law: 64%
  + Foundations of Law II: 66%
  + Legislation & Regulation: 64%
* ***Second Year Result: 66%***
  + Land Law: 65%
  + Constitutional Law II: 60% French Language and Culture (Advanced): 63%
  + Foundations of Psychology: 68%
  + Equity: 67%
  + Private Law Remedies: 67%
  + Mooting: Pass (Grade N/A)
  + Irish Language and Culture (Advanced): 71%
  + Personalities and Individual Differences: 69%
* ***Third Year Result: N/A***
  + Financial Regulation: N/A
  + Copyright Law: N/A
  + Antitrust Law: N/A
  + Immigration Law: N/A

**Work Experience:**

SEPTEMBER 2023 – PRESENT

**Graduate Legal Studies Office, Maurer School of Law** *- Graduate Student Fellow*

* Social Media Content Creation
* Alumni Outreach and Networking
* Newsletter Drafting, Editing and Publication

JUNE 2020 – AUGUST 2023

**Centra Bonnington, Whitehall** *- Duty Manager*

* Opening and Closing of the store
* Cash Reconciliation
* Supervision of Staff
* Customer Service
* Ordering
* Stocking

JUNE 2019  - AUGUST 2019

**Bonnington Hotel, Whitehall** *– Purchasing Department Assistant*

* Computer Literacy
* Telephone Skills

**Additional Experience:**

OCTOBER 2023 – PRESENT

**DU Journal of Criminology** *– Senior Editor*

AUGUST 2023 – PRESENT

**Maurer School of Law, Student Bar Association** *– Events Coordinator*

AUGUST 2023 – PRESENT

**University Times** *– Copy Editor*

JANUARY 2023 – APRIL 2023

**DU Journal of Criminology** *– Copy Editor*

OCTOBER 2022 – PRESENT

**Trinity Free Legal Advice Clinic (FLAC)** *– Project Researcher*

SEPTEMBER 2022 –PRESENT

**Dublin University Student2Student Programme** *– Mentor*

SEPTEMBER 2019 – MAY 2021

**Malahide Community School** *– Prefect*

**Skills:**

I have recently begun working in the Graduate Legal Studies office of the Maurer School of Law at Indiana University, where I am studying for this academic year. As a Graduate Student Fellow, I am responsible for covering the office when I am there, including assisting with telephone, email and in person enquiries. I am also responsible for maintaining and engaging with our social media presence.

Previously, I was employed in a Centra store, where I worked as a retail assistant for the past three years. After my second year working for the store, I achieved the role of duty manager having previously earned the position of supervisor.This allowed me to improve my interpersonal skills and has provided me with countless opportunities to develop my team working skills. I firmly believe that engaging in teamwork is the best way to further any development and I have found this approach to be the most effective in reaching goals set by my superiors.

Before joining the Centra store team, I was an assistant to the Purchasing Department in the Bonnington Hotel. This work involved answering emails, setting up meetings, printing documents and taking notes. While working as an assistant, I obtained knowledge in the areas of filing, date ordering and compiling documents and information.

In the past two years in university, I have engaged with the clubs and societies that are offered and I am most active in Trinity Free Legal Advice Clinic (FLAC). As a member of FLAC, I participate in the research and drafting of the annual research projects. I thoroughly enjoy engaging with this aspect of FLAC as it allows me to practically apply the reading and writing skills I have learned as a law student, and to involve myself in areas of the law that I would not ordinarily get the chance to explore.

Finally, having gained some experience as a copyeditor for Volume III of the DU Journal of Criminology, which launched in April this year, I was able to join the University Times’ copy editing team during the summer. Since then, I have been further developing my editing skills through the reviewing, editing and formatting of articles for publication on the UT website as well as our print editions. I have really been enjoying being part of the editing process and I find the work I am engaged in very rewarding.

**Hobbies:**

I have a great interest in literature and I am an avid reader. Additionally, I try to remain aware of the news and current affairs. Prior to my third level education, I studied ballet and achieved Grade 7. Finally, I enjoy staying active by running and swimming.

I always strive to do my best, believing that hard work is rewarding in itself, and this enables me to move forward in the knowledge that my contribution is worthwhile.  I am a diligent, honest and accountable individual. I value hard work and efficiency and enjoy being challenged. I have been described as self-motivated, and I am always willing to learn new things but more importantly, learn from my mistakes.