**Liam Byrne**

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**Personal Profile Statement**

Motivated, innovative, and flexible law student with 8 years’ experience in customer service and administrative roles. Gained customer and commercial awareness through legal and financial work experiences. Garnered technical skills such as critical thinking and problem solving by managing varied customer related issues at AIB. Expertly operated several IT systems at AIB. Seeking employment in a commercial law firm to expand my office management career and thrive in an environment that requires being detail-orientated and focused under deadlines.

**Education**

Masters in Common Law, University College Dublin, National University of Ireland, Dublin

September 2020 – May 2022

* Relevant modules include contract law, criminal law, law of tort, constitutional law, constitutional and economic law of the European Union, and property law.
* GPA: 3.35 / II.1

Bachelor of Arts, Trinity College Dublin, The University of Dublin

September 2016 – May 2020

* Graduated: II.1

**Work History**

**Sustainable Finance Analyst, ELS Environmental Liability Solutions Europe LTD, Dundalk**

October 2021 – Present

* Critical thinking and questioning essential for analysing data and financial records of multi-national companies.
* Consistently taking initiative to ensure information is accurate and meeting deadlines set by the managing director.
* Collaborating with other members of the team with research and analysis and frequently participate in providing presentations on analysis delivered by the team.
* Willingness to learn from the managing director and learn more about sustainable finance by attending conferences such as ‘Climate Finance Week’.

**Bank Official, Customer Service Agent, Allied Irish Bank PLC, Dublin**

June 2021 – August 2021

* Ensured the highest level of data protection was completed when managing a client’s account.
* Displayed effective time management skills by completing over one hundred calls daily.
* Solely managed AIB client queries relating to bank accounts, financial statements, arrears, and fraud.
* Advised AIB clients on interest rates and charges.
* Provided strong business acumen and financial details in relation to personal and corporate credit cards.
* Liaised with the team leader by taking the initiative to seek financial upskilling and learn about more complex banking issues.

**Summer Intern, Mason Hayes & Curran LLP, Dublin**

June 2019 – June 2019

* Conducting research and reviewing cases at the request of the partners.
* Drafting legal documents including basic letters and jurats when assigned by partners and with their close supervision.
* Assisted one of the partners in a number of administrative and supportive capacities throughout the course of two legal cases, both concerning commercial litigation.
* Demonstrated strong management skills while leading a research project on the process of mergers and acquisitions in Ireland.
* Conducted due diligence into the sale of an Irish company by a foreign client in the team building exercise. Prepared presentations for cases and the research project for the partners.
* Filed patents and accurately completed trademarks with the close supervision of a partner.

**Bartender, Receptionist & Waiter, Emmet Hotel, Clonakilty**

June 2016 – September 2020

* Calculated the daily earnings for the reception and bar and made a financial record of it on an excel sheet for the accountant.
* Orchestrated management responsibilities in taking and organising bookings and complaints.
* Organised and planned functions such as BBQs and afternoon tea functions.
* Responsive to change and quickly adapted to a different role depending on when there was a shortage of staff. Balanced several tasks at once.

**Extracurricular Activities**

04/2019 – 04/2020: Vice-Captain & Treasurer, DU Handball Club.

04/2018 – 04/2019: Chairperson, Youth Political Society, Trinity College Dublin.

03/2018 – 09/2018: Business start-up associate, Croquet Mallets.

06/2017 – 09/2020: Hon. Secretary, Croquet Association of Ireland.

**Skills**

* IT proficient in Microsoft Office and Outlook. Developed IT skills from utilising these systems in a working environment and while attending university.
* Developed language skills such as English (native), Irish (C2 proficiency), and French (B2 proficiency).
* Developed creative thinking and problem solving while working at AIB and ELS Europe. These skills were also enhanced by completing a variety of extracurricular activities while attending university.
* Enhanced leadership skills by leading a student society and by taking the lead on group projects in both academic and work environments.
* Expanded organisation and planning skills by completing projects while interning at Mason Hayes & Curran.
* Taking initiative on projects and tasks. Effectively setting and working towards deadlines and work independently on study tasks or while completing work experience.

**Hobbies and Interests**

* Enjoy travelling on my own and with my partner in my spare time.
* Frequently read novels, Irish and European eighteenth century history, and biographies to increase my knowledge, vocabulary and understanding of the world.
* Involved in community activism such as volunteering with a disability rights group between 2014-2018.
* Involved in sports clubs and exercise regularly.