

Aisling Flynn

Ballsbridge, Dublin, Ireland

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PROFILE SUMMARY

- Highly ambitious and driven student with strong work ethic and communication skills.
- Strong foundation in legal principles underpinned by coursework and experience working in a corporate law firm.
- Currently undertaking the FE-1 Exams

EDUCATION

Law Society of Ireland

March 2023-Present

FE-1 Examinations

- **Exams passed:** Contract Law, European Union Law, Criminal Law
- **Awaiting results:** Company Law, Equity & Trusts, Property Law

Trinity College Dublin

Dublin, Ireland

Master of Law (LL.M)

Expected Graduation: Autumn 2025

- **Modules covered:** EU Employment Law, Globalisation of the Law, National Security Law, Refugee Law, Contemporary issues in EU Law, Islamic Law, Dissertation in EU Law

University of Galway

Galway, Ireland

Bachelor of Civil Law

August 2020 – May 2024

- **Overall Degree Grade:** 2:1

Scoil Bríd

Tuam, Galway, Ireland

Leaving Certificate: 473 points

2014 – 2020

- English (H3), Irish (H4), Maths (O4), History (H2), Biology (H2), Home Economics (H2), French (H4)

RELEVANT WORK EXPERIENCE

Alastair Purdy & Company Solicitors

Galway, Ireland

Legal Intern

September 2022 – May 2023

- Conducted legal research on specific issues, case law, statutes, and regulations.
- Assisted in drafting legal documents such as contracts for dozens of clients in the areas of Employment and Probate Law.
- Reviewed documents for accuracy such as Severance agreements and Redundancy packages.
- Attended client meetings alongside solicitors and took notes to assist in case management.
- Assisted in the preparation of document discovery for litigation cases.
- Managed the progress of files through PIAB portal and Keyhouse Case Management System
- Assisted in the preparation of legal memoranda, opinions, and briefs.
- Managed client communications and scheduled meetings.
- Ensured that all of the firms' cases were listed on Court Services Legal Diary.
- Handled client billing and resolved billing issues in collaboration with the bookkeeper.

- Organised and maintained both the physical and electronical filing systems.
- Assisting with the preparation of closing documentation with the conveyancing department.
- Assisting with and following up minor queries from the Property Registration Authority.
- Attended WRC and Labour Court hearings and coordinated with Counsel.

The Connacht Hotel

Reservations Agent

The Salthill Hotel

Reservations Agent

Galway, Ireland

April 2023 – September 2023

Salthill, Galway, Ireland

September 2020 – September 2022

- Received and processed reservation requests via phone, email, or online booking systems.
- Ensured compliance with data protection regulations when handling guest information.
- Maintained organised and up-to-date records of reservations, cancellations, and modifications.
- Generated reports and summaries for management as needed.
- Coordinated with housekeeping, front desk, and other relevant departments to fulfil guest requests.
- Collaborated with the sales and marketing team to promote special packages or discounts.
- Provided excellent customer service by addressing inquiries and concerns promptly and professionally.
- Handled guest complaints or issues related to reservations with empathy and efficiency.

SKILLS

- Proficient in Microsoft Word, PowerPoint, and Excel.
- Strong communication ability, as demonstrated by my responsibilities in my previous role as an Reservations Agent and Legal Intern.
- Can work well independently or as part of a team, reflected my role as senior prefect in secondary school.

ACHIEVEMENTS

- Elected as class prefect during my 5th year of Secondary School.
- Raised funds for the Simon Community and participated in a sponsored walk of Diamond Hill.
- Participated in a sleep out in aid of Shine A Light, Focus Ireland.
- Volunteered at conferences held at my university.
- Engaged member of the Women in Law Society and the Law Society at University of Galway
- Completed 3 FE-1 exams during my undergraduate degree.
- Full Irish driving license.
- Member of the Philosophical Society at Trinity College Dublin.