|  |
| --- |
| **Curriculum Vitae – Alison Devine** |

**Objective:** With a B.A (Hons), LL.B and LL.M, Alison is ambitious and hard-working. She is eager to obtain a position in the legal sector. She seeks a position with a challenging law firm that offers her the possibility of professional growth. She is currently an FE1 candidate and has undertaken four FE1s in October 2015.

**Name:** Alison Devine

**Telephone**: 086 7776634

**Email:** [alisoncdevine@gmail.com](mailto:alisoncdevine@gmail.com)

**Date of Birth:** 21 September 1988

|  |
| --- |
| **Education** |

**2011– 2012 National University of Ireland, Galway.**

**LL.B (Bachelor of Laws)**

Legal Research, Criminal Law, Constitutional Law, Administrative Law, Media Law, Land Law, EU Competition Law, International Protection of Human Rights and Entertainment Law.

**2010- 2011 Griffith College Dublin**

**LL.M (Master of Laws) International Law**

Intl. Public Law, Introduction to Intl. Legal Systems, Legal Research and Methods (Thesis), Asylum and Refugee, EU Competition and the Internal Market, Intl. Criminal Law and Comparative Freedom of Expression.

**2007- 2010 Dublin City University**

**BA (Hons) in Economics, Politics and Law**

Mooting, Legal Research and Methods, Presentations, Dissertation - Exclusionary Rule and An Garda Siochana, Irish Legal System, Constitutional Law, Criminal Law, Contract Law, Law of Torts, Land Law, Competition Law, Company Law, EU Law, Intl. Relations, American Political System, Business Maths, Introduction to Economics, Introduction to Politics, Intermediate Microeconomics, Macroeconomic Policy, Public Finance, Equality and Discrimination Law, Comparative European Politics, Jurisprudence, Employment Law and Law of Evidence.

**2007 The Institute of Education, Dublin**

**Leaving Certificate**

|  |
| --- |
| **Previous Work** |

**Current Position: Compliance Officer at Deloitte, Earlsfort Terrace, Dublin 2**

**Date:** April 2014 - Present

**Responsibility:**

* Manage statutory compliance standards within a team
* VAT Returns, CROs and account regulations
* Standard insolvency letters
* Streamlined all online banking for the team
* Streamlined and briefed all teams on the new insolvency LPT procedure
* Manage all team LPT, NPPR and applicability for exemption
* Prepare EOS for client
* Prepare Final Outcome Statements and arrange relevant distributions
* Generally advise the team on the Companies Act 2014 updating all previous 1963, 1990 and 2001 Act letter templates with respective citation under the CA 2014
* Liaise with legals in relation to all closing requirements
* Acquire VAT advice and prepare relevant invoices under Contracts of Sale
* Investigate and acquire CG50A certificates where applicable
* Respond to all Revenue queries

**Position: Festival Administrator at Festival Republic, 35 Bow Street, Covent Garden, London, WC2E 7AU**

**Date:** January 2013 – February 2014 (returned to Dublin for FE1 exams)

**Responsibility:**

* **Reception Duties**
* Handle all incoming calls and transferring calls
* Meet and greet visitors
* **Administrative Duties**
* Sort through mail and distribute mail to relevant staff members
* Booking transport when required
* Signing for all deliveries
* Organise and manage bookings for meetings
* Raising Purchase Orders on behalf of the Operations Manager
* **Legal Duties** – both for Festival Republic and with Livenation International General Counsel.
* She worked as a legal assistant to the Managing Director of Festival Republic encompassing reviewing contracts and drafting Land Owner and License Agreements.

**Position: Legal Intern at Viacom/MTV Networks, 17-29 Hawley Crescent, London, NW1 8TT.**

**Date:** October 2012 – December 2012

**Responsibility:**

* **Administrative Duties**
* Providing support for In House Counsel – filing, scanning, photocopying
* Using the DM5 system to archive files
* Reviewing contracts

**Position:** **Customer Service Representative, Liffey Valley Shopping Centre, Dublin.**

**Date: J**anuary 2011 – September 2012

**Responsibility:** Reception,Administrative, Communicative and Financial Responsibilities

**Position:** **Steen O’ Reilly Solicitors, Navan, Meath.**

**Date:**  January 2010 – March 2010 (Work Experience)

**Responsibility:** Administrative and Communicative Duties

|  |
| --- |
| **Other Relevant Information** |

Alison is keen to build on the foundations of her education in a practical way and is determined to obtain a position within the legal sector.

She has spent five years in third-level education and 16 months in London in a commercial law and administrative capacity. She has returned to Dublin to continue employment in an applicable corporate environment and undertake her fE1s.

|  |
| --- |
| **Skills and Interests** |

Alison has excellent communicative and administrative skills. She is ambitious and hard-working. Throughout her five years in university she has developed excellent negotiation and presentation skills and a thorough knowledge of the law. She is proficient in Word, Excel and PowerPoint. She is also accomplished in researching and utilising legal databases for both articles and case-law.

She has outstanding organisational and time management skills and will always work right up to a deadline! She has been involved with university mooting and debate. She is a team player, and can work with a wide variety of people. Nonetheless, she is not afraid to work independently and show some initiative, to get the task completed.

|  |
| --- |
| **References** |

References are available upon request