

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 company that offers her the possibility of professional growth. She is currently an FE1 candidate awaiting the results of her final two FE1s sat in October 2016.

Name: Alison Devine
Telephone: 086 7776634
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Date of Birth: 21 September 1988

Education

2007 **The Institute of Education, Dublin**
Leaving Certificate

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.

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.

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.

Previous Work

Position: **Administrator/Compliance in Corporate Finance Restructuring Services at Deloitte, Earlsfort Terrace, Dublin 2**
(March 2014 – Present)

Responsibility:

- Manage casework encompassing receiverships and liquidations as part of Tom Kavanagh's team.
- Liaise with clients, borrowers, legals, revenue, agents and all other necessary parties in order to fulfill obligations of Receiver
- Support colleagues in their casework while also completing her own
- Ensure full compliance with the CRO and Revenue in relation to company filings, VAT returns, s.96 returns and other requisite returns as and when necessary
- Ensure all files are up to date in line with CARB requirements

- Manage a high volume workload in a high pressure environment
- Ability to assist others as she has broad experience in all aspects of work in this area with the time she has accrued
- Train new starters and assist in their learning and development
- Maintain an exceptional performance standard in appraisal
- Requested further responsibility in March after her FE1s and received a large number of her own cases
- Ability to collaborate with colleagues as per feedback received and ability to multitask with high level efficiency and accuracy while also attending college
- Using word and excel on a daily basis in order to prepare legal correspondence and compile statements for clients
- Streamlined LPT, NPPR, Irish Water and banking procedures for the office as a whole

Position: **Festival Administrator at Festival Republic, 35 Bow Street, Covent Garden, London, WC2E 7AU**
(January 2013 – February 2014)

Responsibility:

- Handle all incoming calls and transferring calls
- Meet and greet visitors
- 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
- 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.**
(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.**
(January 2011 – September 2012)

Responsibility: Reception, Administrative, Communicative and Financial Responsibilities

Position: **Steen O' Reilly Solicitors, Navan, Meath.**
(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 upon securing her FE1 examinations.

She has spent five years in third-level education, sixteen months in London in a commercial law and administrative capacity and finally has been in an administrative position within Deloitte since March 2014. She has worked full time, maintained an exceptional performance rating and attended college with limited time off. She acquired six of her eight FE1s in March 2016 and has sat her final two October 2016. She will be commencing in Blackhall with a September 2017 start.

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 initiative, to get the task completed.

She has received positive feedback at exceptional performance at all appraisals from partner level and continues to work to a higher standard.

References

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