

# Aoife Byrne

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**E-mail** aoife.byrne247@mail.dcu.ie  
**Date of Birth** 9 July 1996

## Education

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**2015 - present** [Dublin City University](#)  
**Degree** [BCL Law and Society](#)  
Completed all 1<sup>st</sup> and 2<sup>nd</sup> year exams with 2.1 grade  
Currently in final year after an Erasmus year in University of Valencia

**2015** [Institute of Education](#), Leeson Street Lower, Dublin 2  
Leaving Certificate - 455 Points

**2009 – 2015** [Holy Faith](#), Clontarf, Dublin 3

## Employment history

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[Stevens & Bolton](#) **Legal Intern** **July 2016**  
[LLP](#)

- Shadow partners from Aviation, Dispute Resolution and IP departments
- Attend client calls and meetings while note taking
- Contact clients regarding legal fees and options

[Dublin City Council](#) **Legal Intern**

- Filing, reviewing and preparing documents for present cases of claims against DCC
- Daily Visits to the Four Courts to collect and lodge documents on behalf of the DCC
- Attend meetings with Law Department in conjunction with the Marketing team for future Marketing Campaigns

[KPMG](#) **Legal Intern** **August 2016**

- Research legislation and regulations for upcoming cases
- Lodge, collect and review forms and documents to and from the Company Registrations Office daily
- Draft, edit and file minutes of various client company meetings

[Bord Gais Energy](#) **Legal Intern** **August 2016**

- Collect and witness client affidavit's for upcoming company cases
- Gather topical and current issues and information for the company Legal eZine

**The 'HR'  
Company**

**Intern**

**June 2016- July 2016**

- Process client sick leave applications
- Create, update and review contracts and non-disclosure agreements
- Create master handbook for clients and issue copies to clients
- Process Visual Display Unit spectacle applications for employees

**AECOM**

**Legal Intern**

**July 2016**

- Assistant to the in house legal team with contract reviews, uploading documents, legal research for clients

**Brown Thomas  
Karen Millen**

**Sales Assistant**

**(Nov '16- Feb '17) (Sept '18-present)**

- Ladies Fashions, Classic Designers and the Denim Bar, as part of team, delivering 5\* service to both external and internal customers
- Attend team briefings daily to understand targets, promotions & company news
- Deal with customer and company calls, transferring items to different branches for customers
- Report daily and weekly sales figures and stock

**Positions of responsibility and achievements**

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- Winner of DCU Moot Court Grand Final sponsored by Matheson 2017
- Bailiff and Time-keeper for National Moot Court Competition sponsored by Matheson
- Selected for Erasmus Year Abroad programme in Valencia, Spain 2017-2018
- Selected as Cinnire (house leader) at Colaiste Lurgan, Connemara
- Elected prefect in 6<sup>th</sup> year as selected by teachers and principal at Holy Faith, Clontarf
- Selected for and completed vocational ballet exams receiving distinction at all levels

**Interests and activities**

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- Volunteer English Teacher- Bali, Indonesia from June- August 2017
- The Metropolitan School of Dance Ballet – completed all grade examinations and vocational level examinations
- Skiing - experienced skier and take a ski trip at least once a year
- Babysitting and Nanny - babysit for a number of local families both in Ireland and in Spain

**References**

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Mr. Gareth Byrne  
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Bord Gais Energy  
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