

Aoife Breslin

Fourth Year Law Student seeking to pursue a career in corporate law which would compliment my well honed skills

Flat 10, 26 Grosvenor Road,
Rathgar, Dublin 6.
(087) 758 4558
abreslin@tcd.ie

EXPERIENCE

LAW RELATED

Flynn O'Driscoll, Dublin — Law Internship

February 2015 - April 2015

- Assisted solicitors who participated in variety of legal issues.
- Organised submissions of documentations and correspondence punctually.
- Involved in a team environment with emphasis on the attention to detail.
- Required to submit documentation to High Court, Company registration office and registered post.

Gartlan Winters Solicitors & Co, Dublin— Law Internship

June 2014 - September 2014

- Assisted partner in the firm with filing case, investigation of points of law, correspondence.
- Submit relevant correspondence between clients and parties punctually.
- Involved in matters in relation to PRTB, Conveyancing, Probate and Personal Injuries Claim including compliance of case files, general maintenance of database and filing system.
- Appeared on behalf of the solicitor for a case that took place in Supreme Court.

Citizens Information Centre, Navan — Work Experience

March 2012 - April 2012

- Assisted the public in relation to documentation, application forms.
- Organised timely submission of all documentation and correspondence.
- Worked in team environment with the emphasis to detail.

OTHER

Broadline Recruiters, Dublin — VIP Facilitator

November 2013 - PRESENT

- Required to present exceptional quality of customer service throughout various venues for instance Dublin Caslin and Áras Uachtarain.
- Ability to adapt to fast-paced environment while maintaining high quality of service with the emphasis in team work.

EDUCATION

Trinity College Dublin, Dublin — Bachelor Degree LLB LAW

September 2012 - June 2016

Expected 2:1

Most rewarding project to date from drawing my Fine Art experience and combining my legal knowledge in an essay of my choosing. the project was "Graffiti: Art or a Crime".

Dunboyne College of Further Education, — Pre-University Law FETAC Level 5

September 2011- June 2012

FÁS, Dublin — Interior Design, FETAC Level 5

January 2009 - June 2009

Dublin Institute of Technology, Dublin — Fine Art

September 2004- June 2007

Colaiste Íde, Dublin — Portfolio Preparation Course

September 2003- June 2004

Ashbourne Community School, Ashbourne — Leaving Certificate

September 1997- June 2003

ACHIEVEMENTS/VOLUNTARY

Student to Student Mentor Programme.

Administration

June 2015 - September 2015

- Assisted recruiters in relation to documentation and Eclipse database.
- Organised timely submission of all documentation and correspondence.
- Assisted with interviewee's application , reference checking and uploading details onto the database.
- Worked in team environment.

Club Nassau, Dublin— *Part- time Bartender*

June 2014 - December 2014

- Provided the service of beverage in a fast pace environment

Glebe House, Dowth — *Part- time Supervisor*

June 2014 - December 2014

- Involved in a team environment with emphasis on the attention to detail.
- Required to delegate duties to wait staff and ensure that they meet high level of service.

L.K.Bennett, Brown Thomas, Dublin — *Part-time Assistant*

November 2011 - March 2012, Christmas Contract

- Advice and promote merchandise to clientele and maintain a high level of customer service.

Seabourn Cruise Line, — *Bartender/Bar Waiter*

October 2009 - January 2011

- Involved in a team environment with emphasis on the attention to detail
- Required to delegate duties to wait staff and ensure that they meet high level of service

Hospitality and Retail Service

September 2003 - November 2008

- Employers includes The Conrad Hotel, The Dylan Hotel, Marks and Spencer, Brown Thomas and The Kilkenny Shop Required to delegate duties to wait staff and ensure that they meet high level of service

ACHIEVEMENTS/VOLUNTARY

Flora Women's Marathon
2013

Drug Treatment Centre
young teenager recovery
heroin addicts) work

Bacardi Master Class Dublin
2008 and 2009

SKILLS

Customer Service

Maintaining communication
and good working
relationships with Clients
and Colleagues
Excellent Organisational and
interpersonal skills.

Preparation of case materials

I.T.

E.D.C.L- Word, Outlook ,
Excel and Powerpoint
Eclipse database

Micros System

General Correspondence

Creative

Preparation and creation of
high quality cocktails
Installation, painting and
drawing pieces.

Other

Lifeboat, basic sea survival,
crowd crisis management

Bacardi Master Class Dublin
2008 and 2009

REFERENCES

Peter Gartlan (Partner, Gartlan Winters Solicitors & Co.) (01) 8557434

Suzanne Guerin (Managing Director, Broadline Recruiters)(01) 4047172

Professor Gerry Whyte (Trinity College Dublin)

gwhyte@tcd.ie