

Aoife Breslin

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EXPERIENCE

LAW RELATED

Brown Bag Films, Dublin — *Legal Executive*

July 2016 - Present

- Drafted, reviewed, executed and filed freelance and third party contracts;
- Drafted and reviewed non-disclosures and the assignments of rights;
- Assisted and negotiated, reviewed and drafting of commercial contracts;
- Company Secretarial duties including overseeing incorporation of new production companies, filing relevant CRO forms, and the satisfaction of ongoing company law compliance obligation;
- Legal research tasks on as needed basis;
- Maintenance of script clearance and correspondence trackers, and the monitoring of outstanding matters for legal clearance and/or completion;
- Managing the end of production legal delivery to clients

Flynn O'Driscoll, Dublin — *Law Internship*

February 2015 - April 2015

- Assisted solicitors by **preparing documentation** and meeting with solicitor's clients taking meeting minutes and **filing a record** of same .
- Arranged for the punctual submission of documentation and correspondence to the **High Court, Company Registration office** and **general administration** requirements,
- Engaged with a **multidisciplinary team** in the workplace.

Gartlan Winters Solicitors & Co, Dublin— *Law Internship*

June 2014 - September 2014

- Assisted partner in the firm with **filing, case investigation** of points of law and correspondence,
- **Corresponded** with various clients in the progression of specific contracts,
- Engaged in tasks in relation to **PRTB, Conveyancing, Probate** and **Personal Injuries Claim** including maintaining of case files, general maintenance of database and filing system and,
- **Appeared** on behalf of the solicitor for a case that took place in Supreme Court.

EDUCATION

Trinity College Dublin, Dublin — *Bachelor Degree LLB LAW*

September 2012 - June 2016

LLB Law result 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".

Dunbooyne 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

Citizens Information Centre, Navan — *Work Experience*

March 2012 - April 2012

- Assisted the public in relation to **documentation and application forms** regarding welfare claims.
- Engaged with **reception duties** and **general administration** on the reception desk and,
- Worked in **team environment** assisting office staff with correspondence and filing.

Broadline Recruiters, Dublin — *Administration*

June 2015 - September 2015

- Assisted recruiters in relation to **documentation, database and correspondence**.
- Engaged in the **compliance** of candidate's filing system and reorganised the **filing layout** in the office .
- Assisted with **interviewee's application, reference checking** and uploading details onto the database.

OTHER

Broadline Recruiters, Dublin — *VIP Facilitator*

November 2013 - November 2015

- Required to present exceptional quality of **customer service** throughout various venues for instance Dublin Castle and Áras Uachtarain.
- Ability to adapt to **fast-paced** environment while maintaining high quality of service with the emphasis in **team work**.
- Required to **delegate duties** to wait staff and ensure that they meet high level of service

Hospitality and Retail Service

September 2003 - November 2013

- Employers includes Seabourn Cruise line, L.K Bennett The Conrad Hotel, The Dylan Hotel, Marks and Spencer, Brown Thomas and The Kilkenny Shop.

REFERENCES

Peter Gartlan,
Gartlan Winters Solicitors & Co. (01) 8557434
info@gartlanwinters.ie

Suzanne Guerin,
Broadline Recruiters (01) 4047172
suzanneguerin@broadlinerecruiters.com

Prof Gerry Whyte
Trinity College Dublin
gwhyte@tcd.ie

ACHIEVEMENTS/VOLUNTARY

Student to Student Mentor Programme.

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.

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