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|  | Aoife Brittain |  |
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| Contact54 Glenabbey Road, Mount Merrion, Dublin, Ireland, A94RP46 +353 (89) 422 9946aoifebrittain@gmail.com | About meA driven DCU Law Student who is eager to learn and expand her knowledge in new areas of law. Reliable and collaborative team member, who is detail-orientated, and adept at managing deadlines, with experience of applying excellent communication skills in a variety of settings. Recipient of the A&L Goodbody Academic Permformance Award for highest grades achieved in BCL Year 2 at DCU. Experience in two of Ireland’s leading commercial law firms.  |
| EducationDublin City University Bachelor of Civil Law (Law and Society)4th Year Ungraduate Student**Key skills*** Written and verbal communication
* Teamwork
* ICT skills
* Time Management
* Problem-solving
 | ExperienceSeptember 2023 – Present *Senior Editor • Her Campus DCU Magazine* * *Devise and present weekly pitches on potential titles for the upcoming magazine under various categories.*
* *Edit writers submissions under chosen titles with careful analysis.*
* *Ensure deadlines are met and organise weekly meetings for effective deliverance of magazine.*

June 2023Legal Intern • Employment Department • A&L Goodbody* I joined A&L Goodbody for the month of June as a result of my exceptional grades received in my second year.
* I gained invaluable experience and developed my personal and professional skills with comprehensive on the job training.
* Winner of the Intern Pro Bono Challenge with a presentation on Political Refugees.
* Drafted employment contracts, emails and letters.
* Developed my ICT skills and became proficient in the use of many legal softwares and case management platforms.
* Attended client meetings and devised minutes of the meetings.
* Conducted in depth, precise and accurate legal research.
* Engaged in preparing client focused presentations.

5th September 2022 – 26th May 2023*Legal Intern • Commercial Real Estate • AMOSS LLP** Supported experienced solicitors in conducting legal research, drafting legal documents, and assisting with various aspects of case management.
* Handled calls in a timely manner and appropriately responded to client/routine queries.
* Reviewed and analysed legal documents, contracts, and agreements to identify potential legal issues/discrepancies.
* Updating and maintaining physical and data files.
* Managed money, cheques and EFT transfers ensuring accuracy and exceptional attention to detail.
* Assisted and supported the company secretary when needed.

June 2021 – May 2022 *Barista • Union Café, Mount Merrion** Completed customer orders with strict adherence to coffee house recipes to deliver consistent quality and optimise customer satisfaction.
* Cleaned, organised and sanitised work areas, utensils and equipment.
* Developed: attentive customer service, adaptability, teamwork and communications skills.
* Took on responsibilities to train and lead new employees in the deli following policy and procedure.
* Frequently demonstrated flexibility and versatility in assisting management in various areas outside of core responsibilities such as in the restaurant and bar.

 September 2017*Work Experience • Intern • Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media** Set up and organised efficient filing system.
* Conducted administration on funding projects.
* Used various social media platforms for department promotion.
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|  | Achievements* Recipient of the A&L Goodbody Academic Permformance Award for highest grades achieved in BCL Year 2 at DCU.
* Member of DCU ELSA (European Law Students Association), participated and completed an ELSA Law School in Sofia on business law, August 2023.
* Semi-finalist of DCU Criminal Mock trial 2021.
* Member of DCU Law Society.
* European Computer Driving Licence 2016.
* Studying Royal Irish Academy of Music Grade VI Piano.
* Dublin Barista School; completed professional barista programme.
* Partook in social engagement programme for Peter McVerry Trust in the academic year 2017/2018.
* Volunteered at Dublin Society for the Prevention of Cruelty to Animals.
* Gaisce Presidents Award (2016).
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|  | EducationMount Anville Secondary School * CAO Points: 496

Dublin City University *•* Bachelor of Civil Law* Year 1 – 2:1
* Year 2 – 1:1

Sofia University, St. Kilment Ohridski *•* August 2023 * Selected for the Summer School Law Programme in Sofia, organised by ELSA Bulgaria.
* Engaged in lectures presented by various international experts with a focus on corporate law and governance.
* Interacted and networked with many ELSA participants from all over Europe.
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