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|  | Aoife Brittain | | |  |
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| Contact 54 Glenabbey Road, Mount Merrion, Dublin, Ireland, A94RP46  +353 (89) 422 9946  aoifebrittain@gmail.com | | About me A 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. | | |
| Education Dublin 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 | | Experience September 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 2023  Legal 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. | | |
|  | | 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). | | |
|  | | Education Mount 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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