**Aoife Conway**

Email: [aoifeconway1987@gmail.com](mailto:aoifeconway1987@gmail.com)

Tel: 0871941168

Address: 8 Gandon House, Custom House Square, Lr Mayor St, Dublin 1

**Profile**

Legal Secretary with experience in small and large law firms, recently completed Law Degree with a 2.1 having studied at night throughout. Currently awaiting FE1 exam results and seeking acceptance to the Byrne Wallace 2017 Summer Internship Programme.

Having travelled in the southern hemisphere from 2009-2013 I immediately began retraining on my return and obtained a Secretarial Diploma, followed by a diploma in Legal Skills and Practice which led to my qualifying as a Legal Executive. I continued my studies at night while working full time in a top six law firm in Dublin.

**Experience**

**Legal Secretary**

Mason Hayes & Curran, Dublin 4 *August 2014 to date*

Providing support to the Energy and Projects Team in the Construction Litigation Department, with a particular focus on renewable energy.

* Document production, review and formatting.
* Monitoring and management of team invoicing.
* Maintaining of hard and soft copy filing on all matters.
* PA support to partners involving travel arrangements.

**Legal Executive**

Keith Walsh Solicitors, 8 St Agnes Rd, Crumlin, Dublin 12 *January 2014 – August 2014*

Assisted the Principal in matters in family law, civil litigation and personal injuries.

* Attended at initial consultations with clients and prepared briefs for counsel for matters to be heard at District, Circuit and High Courts.
* Attended case progression hearings in the family courts.
* Drafted legal documents such as civil bills, affidavits of means and welfare and lodgement of same.

**Secretary**

St Vincent’s Private Hospital, Dublin 4 *March 2013 – December 2013*

Assisted the Chief Scientist in the Satellite Laboratory in co-ordination of the INAB accreditation process for SVPH and delivering final submission document.

* Resource and schedule management of both clerical and laboratory work in a demanding environment.
* Providing lab aide support to the team of medical scientists and adhering to SLA requirements.
* Managing inter-department communications and requests across both the public and private hospitals on site.

**Assistant Bar Manager** *August 2011-November 2011*

The Ship Inn, Sydney, Australia

Training staff, supervision and balancing of floats, promotion.

**Bar Staff** *December 2009-July 2010*

The Ship Inn, Sydney, Australia

Serving food and drink, training staff, supervision and balancing of floats.

**Education**

**Leaving Certificate – 2005**

Wilsons Hospital School, Multyfarnham, Co. Westmeath

|  |  |
| --- | --- |
| Irish (H) B2 | English (H) B3 |
| French (O) B2 | Maths (O) C3 |
| Agricultural Science (H) D1 | Geography (H) D2 |
| Business (H) C2 | **Total 365 points** |

**Secretarial Diploma – 2013**

Pittman Training, Pearse St, Dublin 2.

Grade awarded: Distinction

**Diploma in Legal Studies and Practice – 2013**

Griffith College Dublin, 8 S Circular Road, Dublin 8.

Qualified as Legal Executive with a PPA of 65.

**LLB Honours – 2014 – 2016**

Griffith College Dublin, 8 S Circular Road, Dublin 8, awarded by Nottingham Trent University.

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| --- | --- | --- | --- | --- | --- |
| **First Year** | | **Second Year** | | **Third Year** | |
| Land law | 65 | Land law 1 | 57 | EU law 1 | 57 |
| Conveyancing | 74 | Land law 2 | 60 | EU law 2 | 68 |
| Company law | 40 | Equity and trusts 1 | 60 | Company law 1 | 66 |
| Contract law | 69 | Equity and trusts 2 | 64 | Company law 2 | 68 |
| Law of torts | 62 | Criminal law 1 | 63 | Jurisprudence 1 | 61 |
| Civil litigation | 64 | Criminal law 2 | 70 | Jurisprudence 2 | 63 |
| Criminal law | 58 | Administrative law | 65 | Media law | 60 |
| Irish legal system | 66 | Law of Evidence | 63 | Family law | 67 |
| Constitutional law | 64 |  |  |  |  |
| Professional ethics | 71 |  |  |  |  |
| Criminal practice | 70 |  |  |  |  |
| Employment | 71 |  |  |  |  |
| **GPA - 65** |  | **GPA - 63** |  | **GPA - 64** |  |