**Aoife Mee**

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**Professional Profile**

FE1 candidate who has obtained four FE1 exams to date. LLM graduate in International Disability Law from NUI Galway and a BCL (International) degree from University College Dublin. Currently working as a Legal Executive in Hussey Fraser Solicitors. Previous Legal Executive experience at Hayes McGrath LLP. Also has considerable legal internship experience working for Arthur Cox, A&L Goodbody, the United Nations Committee on the Rights of Persons with Disabilities and the University of California, Davis, Prison Law Clinic. A highly motivated and hard-working individual who adapts well to new environments and challenges. Academic record demonstrates knowledge and understanding of Irish, EU and international law as well as strong research and written communication skills. Currently seeking to bring these skills and experience to a Trainee role.

**Work Experience**

**Legal Executive, Hussey Fraser Solicitors** *(September 2022 – present)*

* Managing my own caseload of personal injury clients
* Preparing PIAB applications and guiding clients through the PIAB process
* Taking instructions from and advising clients in relation to their claim
* Arranging and participating in settlement talks
* Preparing for and attending hearings and client consultations
* Using Keyhouse Practice Management Software

**Senior Legal Executive, Hayes McGrath LLP** *(April 2022 – September 2022)*

* Assisting personal injuries defence litigation team with the management of files
* Drafting and filing High Court, Circuit Court and District Court documentation
* Preparing briefs for counsel and court booklets
* Liaising with clients, solicitors, counsel, expert witnesses and other third parties
* Preparing and organising discovery documentation
* Using Keyhouse Practice Management Software

**Junior Legal Executive,****Hayes McGrath LLP** *(August 2021 – April 2022)*

* Dictation and general filing duties
* Diary and post management
* Dealing with client queries, processing payments and the delivery of invoices to clients

**Data Analyst, KPMG Dublin** *(March 2021 – August 2021)*

* Sourcing and consolidating information relating to bank loans and mortgages
* Data remediation using Relativity software
* Using video conferencing technology such as Microsoft Teams

**Legal Research Intern, United Nations Committee on the Rights of Persons with Disabilities (UNCRPD)** *(21 September – 30 October 2020)*

* Prepared a biennial report summarising Committee’s work in the 2019/20 session
* Carried out a research project on institutionalisation of disabled persons
* Used video conferencing technology such as Zoom

**Legal Intern, Corporate Mergers and Acquisitions Department, A&L Goodbody** *(20 August – 14 September 2018)*

* Conducted legal research for associates on recent legal developments in M&A
* Assisted in the drafting of M&A contracts and legal documents
* Prepared and delivered a presentation to associates and partners on business trends

**Legal Intern, Infrastructure, Construction and Utilities Department, Arthur Cox** (4 – 29 June 2018)

* Assisted associates in negotiating and drafting construction contracts
* Conducted research on recent legal developments in procurement law
* Operated internal practice management software
* General filing, photocopying and scanning duties

**Education and Qualifications**

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| **National University of Ireland, Galway** *(2019-2020)*: LLM in International and Comparative Disability Law and Policy (First Class Honours)Other information: Completed a 6-week internship with the **UNCRPD.**  |
| **University College Dublin** *(2015-2019):* Bachelor of Civil Law (International) (First Class Honours)Other information: Spent my third year on a study abroad program in the **University of California, Davis**. |

**Hunterhouse College, Belfast** *(2008-2015)***:** A Levels – Business Studies (A), History (A), Maths (A), Sociology (A\*) – equivalent to 580 CAO points

**Interests and Achievements**

**Boxing** *(2018-2020)*: active member of UCD and NUIG boxing clubs. Represented NUIG BC at IATBA 2020 – 2nd place in 54kg Novice category.

**Voluntary Work**

**Law Student Advisor, Prison Law Clinic, UC Davis** *(January – May 2018)*

* Responded to letters from California State prisoners
* Conducted research on prisoners’ legal and administrative queries
* Used research findings to inform prisoners of potential solutions
* Assisted qualified attorney in preparing life prisoner for upcoming parole hearing
* Visited my assigned life prisoner at Folsom Prison
* Used Clio software to log hours, access and update client database

**Soup Run Team Leader, UCD St Vincent de Paul Society** *(January – May 2016 and September 2018 – May 2019)*

**Law and B&L Day Co-ordinator, UCD Student Legal Service (SLS) Society** *(September 2016 – May 2017) –* Organised annual charity fundraiser at Law School which raised over €6000 for St Vincent de Paul.