**Aoife Mitchell**22 Shandon RoadPhibsborough, Dublin 7 **+34 643 897 047**[**aoiferosemitchell@gmail.com**](mailto:aoiferosemitchell@gmail.com)LinkedIn: <https://www.linkedin.com/in/aoife-mitchell-163141172>

**Present**

I am a Bachelor of Civil Law graduate from University College Dublin currently working as a paralegal with over three years’ experience in customer service. I have a strong passion for international law and diplomacy and am keen to gain exposure to the application of international and Irish law in practice.

**Skills and relevant experience**

* Participation in the A&L Goodbody LawStart Day and Arthur Cox’s Accelerate Programme (May 2019).
* Participation in the UCD Sutherland School of Law Corporate and Commercial Law study visit to London (Jan 2020).
* Sponsorship Officer for the 16th Session of the UCD Student Legal Service (2021 - 2022)
* Digital literacy: advanced proficiency in Microsoft Office (Word, Excel, PowerPoint), communication software (Zoom, Microsoft Teams), social media (Twitter, Facebook, Instagram, etc) and video creation software (iMovie, Final Cut Pro) with a basic knowledge of artificial intelligence, data protection and Microsoft PowerBI. Navigation of registers such as TMView and DesignView. Experience with iManage File Management, DocuSign, IntappTime, Big Hand Transcription, AXXIA.
* Social responsibility: volunteering with the Student Legal Service to provide free legal information to UCD students; with Oxfam Books as a sales assistant and with ChildVision as an assistant
* Communication: experience in media coverage of student issues through interviews for [Virgin Media](https://twitter.com/VirginMediaNews/status/1416450124188983306?s=20) and RTÉ Radio One

**Work experience (in addition to legal experience above)**

July 2023 - Current:

**ByrneWallace LLP, 88 Harcourt St, Saint Kevin's, D02DK18** – *Paralegal for the Corporate Department*

Provision of Transaction Support to Corporate fee-earners, including:

* Organisational, administrative, document review and reporting roles on large-scale due diligence, disclosure, verification and contract management projects
* Managing electronic data sites/virtual data rooms, uploading/organising documentation, liaising with relevant 3rd parties, carrying out company searches
* Assisting with completion of corporate transactions, including preparation and tracking of completion documents, attending completion meetings, assisting with post-completion matters
* Assisting with electronic signature processes on corporate transactions
* Creating transaction bibles and saving documentation to filesites
* Reviewing legal and other documentation for quality, consistency and content
* Drafting new documentation/forms or updating existing documentation/forms in line with fee-earner instructions
* Undertaking legal research for fee-earners
* Provision of support to Corporate Dept on various on-going or ad-hoc projects, including knowledge projects, tender and fee proposal applications, including maintaining database of relevant information, client on-boarding, compliance and file open/file management procedures, including anti-money laundering requirements
* Attending meetings and carrying out any other tasks required by instructing fee-earners in relation to relevant projects/transactions
* Compliance with all of the Firm's Risk Management policies & procedures and supporting the implementation of the Firm’s LEXCEL system and Information Security Management

September 2022 - July 2023:

**European Union Intellectual Property Office -** *Pan-European Seal Trainee for the Institutional Relations Service (Institutional Cooperation Department).*

* Curating a Monthly Communication to be sent to EU Institutions, Stakeholders and Member State Intellectual Property Offices containing important updates on Office activities and events
* Role on the Liaison Meetings Coordination Team registering participants, sending invitations, writing speaker notes, creating a storyboard, editing the agenda, general logistics, reimbursement, drafting meeting conclusions and answering participant queries for the EUIPO Liaison Meetings on [Cooperation](https://euipo.europa.eu/ohimportal/en/web/guest/-/news/19th-liaison-meeting-on-cooperation-on-18-october?p_p_id=csnews_WAR_csnewsportlet&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&journalId=8328550&journalRelatedId=manual/), [Trademarks](https://euipo.europa.eu/ohimportal/en/-/news/28th-liaison-meeting-on-trade-marks-on-19-october) and [Designs](https://euipo.europa.eu/ohimportal/en/web/guest/-/news/21st-liaison-meeting-on-designs-on-20-october)
* Partaking in [social media activities](https://www.instagram.com/reel/Cp4sinPgHqH/?igshid=YmMyMTA2M2Y=) promoting Irish intellectual property
* Involvement in coordination of high-level visits including that of Members of the European Parliament and Intellectual Property Attachés
* General proofreading and editing of documents
* Role on the Sarao (Smiles & Fun) Committee promoting cooperation and internal communication between the services of the Institutional Cooperation Department, organizing social events
* Participation in the EUIPO IP Campus, a multidisciplinary event aiming to improve trainees’ IP knowledge and professional skills

November 2018 - May 2022:

**Hotel Chocolat, 1 GPO Buildings, Henry St, Dublin 1** *– Supervisor*

* Luxury retail, store maintenance and visual merchandising.  Till operation, stock rotation and team development. Promoted to supervisor in 2021 (cashing up, change float, ordering of products, open/close of store etc).
* Nominated for employee of the month across UK and Ireland (November 2019); achieved highest average sale value in team across 2019. Highest VIPMe (store loyalty card) sign-up/retention rate in team across 2019. Wellbeing Ambassador for Henry Street 2020, VIPMe Ambassador for Henry Street 2021

June - July 2021:

**Office of the Attorney General, Department of the Taoiseach, Merrion Street Upper, Dublin 2** *- Intern*

* Editing the Annual Report (attention to detail, editing, communication with relevant parties, understanding of duties of AG), attending European Court of Justice hearings remotely (unique insight into work of ECJ), conducting extensive legal and doctrinal research (insight into various case law, opinions of other countries)

**Education**

2012 - 2018:

**Mount Temple Comprehensive School, 128 Malahide Road, Clontarf, Dublin 3**

2018 – 2022

**University College Dublin, Bachelor of Civil Laws**

**Award: Second Class Honours, Grade I** (Final GPA: 3.62)

Dissertation: Medical Consent for Under-Sixteens in Ireland

Erasmus: completed advanced masters-level legal studies at the University of Antwerp, Belgium (Spring 2021)

Transcript available upon request.

**Awards/Achievements**

* Prefect in Mount Temple 2017-18, assisting with school events and induction of First Years.
* Bronze Gaisce President’s Award - April 2016.
* Universitas 21 & Common Purpose Global Citizenship Credential 2020
* Freelance contributor to the UCD Student Legal Publication, publishing comparative article [*Insider Trading: Fyffes v DCC & Beyond*](https://myonlinedocument.ie/UCD/Law/2020/mobile/index.html) (2020) and [*A Difficult Diagnosis: Statutory Sick Pay in Ireland*](https://myonlinedocument.ie/UCD/Law/2021/legal-journal/)(2021)
* Published article in Volume 24 of the Irish Journal of European Law - [*Law in Transition: An Examination of Transgender Equality Rights in the European Union*](https://isel.ie/ijel/volume-24-2022/)(2022)
* Achieved Criminal Law and Property Law Final Examination – First Part (FE-1) exams

**References available upon request**