

Aoife Mitchell

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Education and Professional Qualifications

Law Society of Ireland

Criminal Law, Property Law, Company Law, Constitutional Law and Law of Equity Final Examination – First Part (FE-1) exams. Awaiting results for Law of Tort, European Union Law and Contract Law FE-1 exams.

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: A Comparative Analysis*.

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

2012 - 2018:

Mount Temple Comprehensive School, Dublin (CAO Points: 521)

Employment History

July 2023 - Current:

ByrneWallace LLP, Dublin – *Paralegal, Corporate Department*

September 2022 - July 2023:

European Union Intellectual Property Office, Alicante, Spain - *Pan-European Seal Trainee, Institutional Relations Service (Institutional Cooperation Department)*.

November 2018 - May 2022:

Hotel Chocolat, Dublin – *Supervisor, Sales Team*

June - July 2021:

Office of the Attorney General, Dublin – *Intern, Advisory Council*

Transactional Experience

- Assistance in document preparation for Series A and Series B fundraisings, re-organisations and ESOP schemes including over 30 nominee agreements;
- Preparation of disclosure letter index, organisation and sharing of disclosure bundle via iManage Share;
- Enhancing legal technical skills by managing electronic data sites and virtual data rooms, uploading and organising documentation, liaising with relevant third parties, carrying out and reviewing initial and completion company searches;
- Assisting with completion of corporate transactions, including preparation and tracking of transaction documents, attending completion meetings, assisting with post-completion matters including preparation and circulation of bibles and CRO filings;
- Enhancing organisational skills by assisting with electronic signature processes via DocuSign, document compiling and sealing, assisting with in-person and remote signings;
- Drafting and on-going management of step plans, document lists and signature trackers and providing regular updates to fee-earners and clients;
- Using attention to detail in reviewing legal documentation such as investment agreements and A&R SSAs for quality, consistency and content using Litera and sense-checking;

- Developing drafting skills by preparing ancillary documents (e.g. directors' and members' resolutions, board minutes, deeds of adherence, consents and pre-emption waivers); updating existing documentation in line with fee-earner instructions, creation of new templates to be sent to clients including a Transfer Impact Assessment template; and
- Meeting with potential client (at pre-clinical trial stage) for introductory discussion.

Administrative, Research and Corporate Governance

- Compliance with firm risk management policies and procedures and supporting the implementation of the LEXCEL and Information Security Management systems;
- Organisational and administrative role on due diligence, disclosure and contract management projects;
- Undertaking a file search for a data subject access request under GDPR, meeting and reporting back to quality and risk and relevant fee-earners;
- Assisting with CRO filings post-completion including B10, B5, G2 by liaising with Company Secretarial team and clients;
- Taking attendance notes in client meetings and attending European Court of Justice hearings remotely;
- Provision of support to Corporate Department on various on-going and ad-hoc projects, including knowledge projects, tender and fee proposal applications; maintaining tracker of relevant information such as corporate authorisations; client on-boarding via IDPaI, compliance and file open and file management procedures, including anti-money laundering requirements;
- Developing research skills by preparing memos for fee-earners including on certain relevant sections of the Companies Act 2014 such as Section 82, plant breeders' rights in various jurisdictions and Screening of Third Country Transactions Act 2023 including review of recent transactions to assess relevance; and
- Developed editing and communication skills by reviewing and editing the Attorney General Annual Report and review of recent case law.

International Relations

- Curating a Monthly Communication to be sent to EU Institutions, Stakeholders and Member State Intellectual Property Offices containing updates on EUIPO tools, activities and events;
- Key role in the Liaison Meetings Coordination Team for the bi-annual EUIPO Liaison Meetings on [Cooperation](#), [Trademarks](#) and [Designs](#). Responsibilities included:
 - Participant management: registered participants, sent invitations and addressed participant queries;
 - Preparation and Support: prepared detailed speaker notes, developed storyboards and edited agendas; and
 - Logistics and Administration: handled logistical arrangements, managed reimbursement processes and drafted meeting conclusions.
- Partaking in [social media campaign](#) promoting Irish intellectual property including research and interviewing;
- Involvement in coordination of important visits including Members of the European Parliament and Intellectual Property Attachés; and
- Participation in the EUIPO IP Campus, a multidisciplinary event aiming to improve trainees' IP knowledge and professional skills.

Retail and Customer Service

- Luxury retail, store maintenance and visual merchandising at Hotel Chocolat. 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.

Business Development and Non-Billable Experience

- Assisting with research for a CPD presentation on key differences between Irish and English/Scottish law, attending corporate law CPD sessions and internal training sessions;
- Reviewing WIP reports and providing feedback to partners;
- Daily organisation and delivery of Corporate and Company Secretarial post;
- Enhancing supervisory skills by training corporate trainees on DocuSign use;
- Volunteering for ByrneWallace Pride 2024 event at local school; with Oxfam Books as a sales assistant; and with ChildVision as a farm assistant. Sponsorship Officer for the 16th Session of the UCD Student Legal Service (2021 - 2022) including volunteering to provide free legal information to UCD students; role on the Sarao (Smiles & Fun) Committee at the EUIPO, promoting cooperation and internal communication between the services of the Institutional Cooperation Department; responsible for organising social events.
- Promotion of firm development by assisting on the ByrneWallace stand at the Digital Tech Summit 2024; attendance at yoga and pilates as part of ByrneWallace Wellness Week; attendance at Corporate and firm social and charity events.
- Participation in the A&L Goodbody LawStart Day and Arthur Cox's Accelerate Programme (2019), UCD Sutherland School of Law Corporate and Commercial Law study visit to London (2020);

Skills and Published Work

- Freelance contributor to the UCD Student Legal Publication, publishing comparative article [*Insider Trading: Fyffes v DCC & Beyond*](#) (2020) and [*A Difficult Diagnosis: Statutory Sick Pay in Ireland*](#) (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*](#) (2022).
- Published article in Volume 23 of the UCD Law Review – Medical Consent for Under Sixteens: A Comparative Analysis (2023) – commended by Judge Suzanne Kingston (European Union General Court of Justice) as “thoughtful” and “highly topical”;
- Achieved B1.2 Qualification in French recognised by the Common European Framework of Reference for Languages.
- Proficient user of Microsoft Office systems (Word, Excel, PowerPoint, Outlook), Litera, PDFDocs, CompareDocs, DocuSign and iManage and legal databases (Lexcel, Westlaw, Better Regulation, Practical Law). Confident learner of all new technology.