

Caitriona Sweeney

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Skills Profile

Experienced professional with a demonstrated history of working in high pressure environments, including the financial services industry and diplomatic corps. Skilled in law and legal research, policy analysis, report writing, strategic communications and managing relationships with internal & external stakeholders across public, private and voluntary sectors. Awarded a Postgraduate Diploma in Law (Level 9 NFQ) from the Law Society of Ireland and a M.Sc Politics and Public Policy from Trinity College, Dublin. Currently completing the FE-1 exams with five awarded to date. Seeking opportunities to gain experience with a Law Firm with a long-term view to qualifying as a solicitor.

Employment History

September 2016-Present

Brown Brothers Harriman & Co., Assistant to the Managing Director of BBH Fund Administration Services

- Managing internal and external communications
- Scheduling across multiple time zones (Europe, U.S. and Asia) for the Managing Director of BBH Fund Administration Service and Global Head of Transfer Agency.
- Organization and coordination of international travel itineraries
- Attend Outsource Oversight Committee Meetings to record minutes that are submitted to the Central Bank of Ireland as part of their PRISM engagement meetings with the Firm
- Contributing to quarterly board reports by incorporating financial reporting into Client Asset Reports
- Handling sensitive and confidential materials across departments including Client Service, Transfer Agency and Relationship Management. This includes compiling data/information for time sensitive presentations for partner attended meetings.
- Logistical support for TA Risk, Control and Compliance Committee meetings chaired by the Managing Director of Fund Services and Transfer Agency
- Extracting data and compiling a bi-weekly report for the European Head of Client Services which highlights performance indicators and updates to client engagement plans
- Extracting data and compiling a monthly report highlighting global net inflows and outflows for the Global Transfer Agency Teams based in Europe, the U.S. and Asia
- Attending at a weekly Investor on Boarding & Investor Ongoing Monitoring meeting with global leads to record minutes.
- Maintenance of expense records
- Oversight, coordination of logistics and delivery of Insight Led Client Engagement Training which was delivered to over 100 employees across Client Service, Custody & Depositary and Transfer Agency.
- Coordination of global logistics (U.S., Asia and Europe) for training on economic sanctions administered by the U.S./Office of Foreign Assets Control (OFAC) which was delivered to 200 people across Compliance, Transfer Agency and AML Product teams.
- Coordination of logistics for Foreign Exchange Regulatory Reporting Training (EMIR Training) which was delivered to approx. 60 people across Client Service, Transfer Agency, Relationship Management, Risk, Internal Audit, and Compliance.
- Leading Project 2068 as part of the Firm's bicentennial celebrations in 2018. This was an initiative that involved engagement with Dublin employees at all levels to encapsulate their vision of BBH in the year 2068. It culminated in the delivery of a speech & presentation to over 300 people at Mansion House Dublin.

August 2015-August 2016

U.S. Department of State: Protocol Assistant, Embassy of the United States of America in Ireland

- Served as the Embassy liaison with the Office of the Taoiseach, Department of Foreign Affairs and other Irish Government offices on all protocol issues.

- Worked closely with the Executive office management specialist and official residence staff in preparation and execution of events such as receptions, luncheons and dinners for high-level dignitaries, including the Vice-President of the United States of America.
- Oversaw all aspects of official representational events for the Ambassador/Charge D'Affaires/Deputy Chief of Mission from intimate luncheons and dinners, to the annual Independence Day Celebration comprising of 2000 people. This includes a visit from President Higgins to the U.S. Embassy in Dublin which was the first time in over fifty years that the Irish President had been inside the Chancery.
- Front of house at all U.S. Embassy Dublin representational events.
- Provided protocol assistance for planning and coordinating other Embassy offices (e.g. Public Affairs Section, Political & Economic Section etc.) representational events at the Embassy Residences and Chancery.
- Client Relationship Management: Use of Contacts Database to compile and continually update directories of all Embassies, Irish Government officials, prominent figures in the Irish political and economic community, and American businesses operating in Ireland.
- Initiated all protocol-related correspondence on behalf of the U.S. Ambassador to Ireland including diplomatic notes, in accordance with U.S. Department of State guidelines.
- Awareness of diplomatic relations and changes/updates to U.S. Foreign Policy and its implications. For example, the normalization of relations with Cuba in 2015 meant that from a protocol perspective, the U.S. Ambassador to Ireland and the Cuban Ambassador to Ireland could initiate diplomatic relations. This resulted in the Cuban Ambassador to Ireland being invited to the U.S. Ambassador's Annual Diplomatic Corps Reception for the first time in over five decades.
- Assisted with Community outreach on behalf of the U.S. Ambassador to Ireland whereby a schoolboy and his family were invited for a tour of the Embassy and met the Ambassador in his office.
- Worked alongside U.S. Embassy teams to assist the Make A Wish Foundation. The aim was to grant a wish to a schoolboy with a life-threatening medical condition. We arranged a motorcade with a Garda escort from the U.S. Embassy to the U.S. Ambassador's Residence in Phoenix Park. He received a personal tour of the grounds from the U.S. Ambassador, who also spoke to him & his family about U.S. history / U.S.-Ireland relations.

March 2015-August 2015

U.S Department of State: Public Affairs Internship, Embassy of the United States of America in Ireland

- Supported Public Affairs outreach events e.g. J1-Visa orientations.
- Assisted with Event Coordination – in particular the Annual Economic Conference and the Annual Independence Day celebration. This included tracking and responding to guests' RSVPs, responding to guest queries, supporting the event coordinator and managing an area of the event.
- Supported the Public Affairs' media team by compiling daily press clips and conducting research for the Ambassador's remarks.
- Acted as a site officer for the Ambassador at an event. This involved arriving at the location prior to the Ambassador to meet the hosts and conduct a brief walkthrough of the event. It was also important to ensure that the Ambassador remained on schedule for subsequent engagements.

March 2012-August 2012

Amnesty International Ireland: Assistant, Human Rights in Ireland Programme

- Planned and drafted a campaign strategy on how to engage people under 25 years old in the debate surrounding Economic, Social & Cultural Rights (ESCR) and prior to the Constitutional Convention in Ireland.
- Edited a report for publication: 'Guaranteeing the Universal in Universal Healthcare: Delivering the Right to Health in Ireland'.
- Monitored the campaign via Google Analytics, media tracking and political tracking.
- Researched cases concerning ESCR rights in the Irish legal system.
- Attended a Seanad Éireann (Irish Senate) debate relating to healthcare in Ireland and reported back to the Human Rights in Ireland Team. Lobbied Irish government officials.

Sept 2011-March 2012

Intern with The Redress Trust in London, United Kingdom

- Legal research for cases whereby the plaintiff sought reparation for torture incurred abroad. Other legal research included drafting and composing a Child Protection Policy which is now an official policy in the workplace.
- Event Management: organized and coordinated REDRESS' participation in London Virgin Marathon 2012 raising £13,500. This involved liaising with the London Virgin Marathon Team, recruiting runners, procuring their gear, offering fundraising support and generating interest over our official social media channels.
- Researched and applied for funding opportunities with notable organizations and trusts such as the Joseph-Rowntree Trust, Allen & Overy Foundation, the Oak Foundation and the European Commission.

Education and Qualifications

2017-2019 **Postgraduate Diploma in Law (Level 9 NFQ)**
Law Society of Ireland

2013-2014 **Master of Science (M.Sc) Political Science and Public Policy - Merit**
Trinity College Dublin, University of Dublin

2009-2013 **Bachelor of Arts with Human Rights: Political & Sociological Science with English - 2.1 degree**
National University of Ireland Galway

Short Courses **Human Rights, Migration and Globalisation**
Irish Centre for Human Rights (July 2013)

Interpersonal Reconciliation after Violent Political Conflict
International Conflict Research Institute (June 2011)

International Criminal Court Summer School
Irish Centre for Human Rights (June-July 2011)

Citizenship: Dual U.S.-Irish citizen

Languages **English** - Mother tongue; **Irish** - Fluent; **French** - Limited working proficiency

Awards/Honors **Brown Brothers Harriman Employee Recognition Scheme – GEM Award (twice in 2018)**

Recognizes colleagues who go above and beyond the call of duty or who go the extra mile in the field of client service generally.

1. Enterprise Services & Admin team for work in preparation for the Bicentennial events both internally and for clients, surpassing all expectations.
2. Dublin Project 2068 team for leading the charge among global counterparts with respect to encapsulating employees' vision for the Firm in fifty years. The Dublin office had the highest number of submissions globally by the deadline which was noted as an achievement by the Firm's partners.

U.S. Department of State Employee Recognition Scheme - Franklin Award
For the outstanding effort put forth in positively representing the U.S. Embassy within the Irish Community.

National University of Ireland Galway Scholarship
Scholarship awarded for outstanding academic results

All Ireland Scholarship

Awarded to the top one hundred performing students in state examination

Law Exam Results

FE-1 Exams

October 2018	Constitutional Law	59
	Criminal Law	65
	EU Law	61
	Property Law	57
March 2019:	Tort	60
<i>October 2019</i>	Company Law	TBC
	Equity	TBC
	Contract	TBC
Diploma in Law	Constitutional law	70
Law Society of Ireland	Criminal Law	74
	EU Law	67
	Property Law	78*
	Tort	66
	Contract	56**
	Company	71
	Equity	63

*Top mark for this module

**Medical illness on the day of the exam, medical cert emailed to Law Society