

Caoimhe Costello

Address: Maidenhill House, Rosehill, Kells Road, Kilkenny.

Contact: caoimhe.costello92@gmail.com/+353857777934

Qualifications

FE1 Examinations

October 2016

Exam Grade

Law of Equity 59
Law of Tort 50
Property Law 59
Contract Law 58
Constitutional Law 50

March 2017

Exam Grade

Criminal Law 57
EU Law 52
Company Law 53

2010 – 2014

University College Dublin

Business and Law

BBL Bachelor of Business and Law 2014- 2.1 Second Class Honours
Upper.

2004 – 2010

Presentation Secondary School, Kilkenny

Leaving Certificate

Points Obtained: 515
Subjects taken: Mathematics H B1, English H C1, Irish H B3, French
H B3, Biology H A1, Geography H A2, Economics H A2.

Experience

2017 – Present

Pioneer Investments (an Amundi group company)

Paralegal

My responsibilities include liaising with brokers to set up the on-boarding of funds; contacting various departments of the company to communicate with brokers and answering requests for information; drafting ISDA Master Agreements, ISDA Amendments, ISDA Credit Support Annexes (CSAs), CSA Amendments and other documents; updating the trading matrices and filing documents on drives.

2014 – 2017

Vero Moda Kilkenny

Sales Assistant

My responsibilities included handling cash and lodgements; executing daily and weekly reconciliations; achieving sales targets; sending emails; ordering stock for customers; taking part in stocktakes; being a key holder; merchandising the store; and sending, receiving and filing invoices.

2013

Owen O'Mahony & Company Solicitors

Legal Assistant

My responsibilities included printing and filing; sending emails and preparing affidavits from a dictaphone.

Relevant Technical Skills include:

-
- MS Office
 - MS Word
 - MS Excel
 - MS PowerPoint

References

Academic Reference:

Paul Ward,
Lecturer,
Sutherland School of Law,
University College Dublin,
Belfield,
Dublin 4.
Tel: 01 7168717
Email: paul.ward@ucd.ie

Employer Reference:

Louise Lawlor,
Manager of Vero Moda Kilkenny,
Unit 27,
Market Cross Shopping Centre,
Kilkenny.
Tel: 056 7771952
Email:
bsirl337149@bestseller.com