**CIARA BYRNE**

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**EDUCATION AND QUALIFICATIONS**

**FE-1 Exams, The Law Society of Ireland October 2018**

Awaiting results for Contract Law, Law of Torts, Property Law and Company Law exams.

**Summer University of Continental Law - Université Panthéon Assas II** **July 2018**

Civil Law Comparative, Arbitration, Intellectual and Industrial Property.

**Economics, Politics, and Law - Dublin City University 2014 – 2017**

Final Grade: 2.1 - Specialised in Law in final year.

I was involved in ELSA, The Investment Society, The Dance Society, and The Snow Sports Society.

**Summer Law School - ALBA Graduate Business School, Greece August 2016**

International Investment Law and Arbitration.

**St. Dominic’s College, Dublin 7 2008-2014**

**EMPLOYMENT HISTORY**

**Humanscale May 2018 – June 2018**

**GDPR Project Administrator**

* Led a project to ensure the company’s processes and policies were in line with the GDPR.
* Undertook a comprehensive review of the data the company held and their privacy policies. My role was to ensure they were all consistent with the GDPR.
* Along with management and IT, we established a mechanism to secure and track; access to, and the transferring of sensitive personal information.
* Established protocols relating to Data Access Requests and Data Breaches.
* Ensured personnel files were up-to-date with relevant employee information.
* Attended GDPR meetings with the HR, Legal and Learning & Development teams ensuring all actions are completed in line with the GDPR guidelines.
* Developed an efficient filing and review system with the HR Department.

**RKD Architects March 2018 – April 2018**

**Temporary Accounts Administrator**

Responsibilities included; processing transactions, reconciling accounts and reviewing contracts.

**Grant Thornton May 2017 – January 2018**

**Risk and Compliance Intern**

* Performed internal and international conflict checks for potential new clients. This involved collating data in excel and interacting with both Partners and Directors in Ireland as well as in other jurisdictions.
* Prepared Letters of Independence for the Risk and Compliance Partner, which required a high level of attention to detail and strong communication skills.
* I noticed that the system used for international conflict checking was quite slow and had the potential to be more efficient. I worked alongside the firm’s Data Analyst to developed a new automated system for processing these checks. This cut the time spent on processing these checks by 75%. This experience gave me the opportunity to further develop my Excel and data analysis skills. I believe my ability to spot areas which could be more efficient and using my initiative to find a solution is a useful and transferable skill to have.
* Coordinated compliance and independence training for all members of staff.
* Attended a Compliance Conference in Brussels (September 15-16 2017). This two-day conference focused on Data Protection, Corporate Compliance and GDPR.
* Researched legal queries for the Director of Risk and Compliance when they arose.
* This role was extremely fast paced which demonstrates my ability to work under pressure and adequately manage my time.

**H&M July 2016–February 2017 & Sales Advisor November 2014- June 2015**

* This was a direct customer facing role, I provided a high standard of customer care.
* Giving feedback to and receiving feedback from my colleagues.
* Organising the shop floor after closing; clearing rails and tidying my department to a satisfactory standard.

**Boots August 2015-August 2016**

**Healthcare Advisor/Sales Assistant**

* Completed a healthcare course which allowed me to develop my knowledge of a broad range of health issues and enabled me to advise customers on various treatments available to them.
* This role involved a high level of responsibility, I opened and closed the shop every weekend which entailed cashing up the tills, reconciliation and ensuring the end of day procedures were completed.
* Assisted customers with their queries, processed sales and returns, processed deliveries.

**INTERESTS AND EXTRA-CURRICULAR**

**Travelling**

I enjoy experiencing new cultures, foods, languages and getting to meet new people from all over the world. I like to take every possible opportunity to travel whether it be for study, work or leisure.

**Alliance Française June – November 2017 &**

Intermediate French Course - B1 level  **April 2018 – June 2018**

**ELSA (European Law Student Association)**

**President of ELSA Ireland January – August 2018**

* Liaised with both local groups, The ELSA International board and academic partners.
* Managed the board, delegated work and coordinated the roles and responsibilities of the board members, organised and chaired meetings.

**Vice President of Academic Affairs 2017 – 2018**

* Editor in Chief for the ‘The Student Comparative and European Law Review’ (SCELR) 2018.
* Liaised with Academic Coordinators and managing a variety of academic activities such as Research Papers, Moot Court Competitions, and Essay writing competitions.

**Organising Committee Member ELSA Ireland Summer School in**

**Corporate & Finance Law in association with Eversheds Sutherland 2017**

* As part of a small team organised a week-long summer school for 50 students and young lawyers of 20 different nationalities. We assisted participants with their travel plans and accommodation. As a team we put together an extensive social programme for the participants’ time in Dublin. This allowed me to develop my event management, organisation and negotiation skills. I liaised with hostels, event venues and participants on an ongoing basis.
* We arranged for some of Ireland’s top solicitors, barristers and lecturers to give lectures and seminars on a broad range of legal topics throughout the summer school.