**CIARA BYRNE**

**EDUCATION AND QUALIFICATIONS**

**The Law Society of Ireland 2019**

**Final Examinations Part 1 -** Contract Law, Law of Torts, Property Law and Equity & Trusts.

**Arts and Media Law MOOC**

**Université Panthéon Assas II** **July 2018**

**Summer University of Continental Law -** Arbitration, Intellectual & Industrial Property Law, International Contract Law and Civil Law Comparative.

**Dublin City University**

**B.A. in Economics, Politics, and Law (2.1) -** Specialised in Law **2014 – 2017**  
Involvement in European Law Student Association(ELSA), Student Investment Society, Dance Society, and Snow Sports Society.

**ALBA Graduate Business School, Greece August 2016**

**ELSA Summer Law School -** International Investment Law and Arbitration.

**EMPLOYMENT HISTORY**

**Allied Irish Banks, p.l.c. January 2019 - Present**

**Funding and Liquidity Paralegal – Treasury Legal Services**

* Provides legal support to treasury in relation to AIB’s liquidity and funding requirements, this includes providing support for new bond issuances and programme updates.
* Preparing, drafting and reviewing legal documents in connection to funding and derivatives.
* Developing my technical legal skills through involvement in securitisations
* Updating treasury delegated authorities.
* Conducting research on various legal issues as they arise, including Brexit matters and the IBOR transition.
* Managing the filing and archiving of all documentation within the department to ensure that all communications, advices and agreements are readily available.
* Involved in an AML project prior to the implementation of the Fifth Anti-Money Laundering Directive

**Willis Towers Watson October – December 2018**

**Contract Pension Administrator DC**

* Responsible for providing a reliable and high standard of administration to a portfolio of clients
* Maintain client scheme records and files

**Humanscale May 2018 – June 2018**

**GDPR Administrator**

* Completed a data mapping project of the data the company holds and processes**.**
* Ensured personnel files were up-to-date with relevant employee information.
* Liaising with the International offices, HR and IT with regards to sensitive data under GDPR.
* Developed an efficient filing and review system with the HR Department.

**RKD Architects April 2018 – May 2018**

**Temporary Accounts Administrator**

Processed transactions through QuickBooks, reconciled accounts and reviewed contracts.

**Grant Thornton May 2017 – January 2018**

**Risk and Compliance Intern**

* Performed internal and international conflict checks(KYC) for potential new clients. This involved collating data in excel and interacting with Partners and Directors in Ireland and the other international offices.
* Drafted Letters of Independence which required a high level of attention to detail and strong communication skills.
* I identified potential for the international conflict checking system to be more efficient. I worked alongside the firm’s Data Analyst to developed a new automated system for this task. This cut the time spent on processing these checks by 75% each day. This experience gave me the opportunity to further develop my Excel and data analysis skills. I believe my ability to use my initiative to solve inefficiencies and problems is a useful skill and transferable to the role of trainee solicitor.
* Coordinated compliance and independence training for all members of staff in Ireland.
* 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 (Omni) October 2014 – June 2015,**

**Sales Advisor (Blanchardstown) August 2016 – February 2017**

**Boots August 2015 - August 2016**

**Healthcare Advisor/Sales Assistant**

**INTERESTS AND EXTRA-CURRICULAR**

**Trinity College** - Philosophy evening course **September 2019 – Present**

**French lessons** - Intermediate (B1 Level) French lessons twice per week **April – September 2019**

**Photography** – ongoing hobby

**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 for ELSA Ireland 2017 – 2018**.

* Managed a variety of academic activities such as Research Papers, Moot Court Competitions, and Essay writing competitions (The Student Comparative and European Law Review 2018).

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

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

* As part of a small team I assisted in the organisation of a week-long summer school. We had 50 participants of 20 different nationalities. As a team we put together an extensive academic and social programme for the participants’ time in Dublin. This position gave me the opportunity to develop my event management, organisation and negotiation skills.
* 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.