### Ciara Byrne

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## EDUCATION

* **2019-present,** **FE-1 Examination,** The Law Society of Ireland.

October 2019: Law of Contract, Property Law and Law of Tort

August 2020: EU Law

November 2020: Company Law and Equity

* **2014-2017, B.A. in Economics, Politics, and Law,** Dublin City University.

Grade: Second Class Honours.

* **2014,** **Leaving Certificate,** 420 points. AIB Build-a-Bank finalist, 2012.

## PROFESSIONAL EXPERIENCE

**January 2019-present, Funding and Liquidity Paralegal, Allied Irish Banks plc, Dublin**

* **Covered Bonds (AIBMB)**: reviewing transaction documents and assisting with prospectuses incorporating the PD3 requirements.
* **Intercompany loans**: Drafting board minutes, loan agreements and deeds of termination.
* **Tier 2 Green Bond Issuance and Additional Tier 1 Bond Issuance:** reviewing transaction documents, liaising with stakeholders for sign off and arranging for document execution.
* **Securitisation**: researching recent Irish securitisations, the Securitisation Regulation and STS requirements. Presented on the most recent securitisations to my team.Reviewing transaction documents, liaising with various stakeholders and assisting in corporate approvals on Project Burlington. Attending daily project meetings and updating the team on progress of the legal workstream. Managing time effectively and developing my technical legal skills throughout the project. These skills are transferable would and enable me to make a positive contribution as a trainee.
* **CRR Clearing and Repo work**: sourcing and reviewing legal opinions, verifying qualifications and assumptions against agreements currently in place.

**September-December 2018, Contract Pension Administrator, Willis Towers Watson, Dublin**

* Prepared annual benefit statements and reconciled accounts.

**May-June 2018, GDPR Administrator, Humanscale, Dublin**

* Assisted in the coordination of the GDPR implementation project with counsel from the European and US offices.
* Completed a data mapping exercise of personal data retained and processed by the company.

**March-May 2018, Contract Accounts Administrator, RKD Architects, Dublin.**

* Reviewed contracts, issued and paid invoices through QuickBooks and reconciled accounts.

**May 2017-January 2018, Risk and Compliance Intern, Grant Thornton, Dublin.**

* Performed conflict checks and developed a process that reduced time spent on conflict checking by approximately 75%.
* Drafted letters which required a high level of attention to detail.
* Coordinated compliance training across the Irish offices.

## NON-PROFESSIONAL EXPERIENCE

* **July 2016-February 2017 and October 2014-June 2015, Sales Advisor, H&M, Dublin.**
* **August 2015-2016, Healthcare Assistant, Boots, Dublin.**

## EXTRA-CURRICULAR AND INTERESTS

**European Law Student Association (ELSA), 2017-2018**

* **President (2018):** liaised with local groups, the International Board and academic partners. Managed the board, which included delegating work, organising, and chairing meetings.

Arranged brainstorm sessions ensuring a strategy for the term ahead. Supported board

members and local groups and built in regular feedback to all activities.

* **Vice President of Academic Affairs (2017-2018):** worked closely with local groups to organise academic activities and opportunities including Research Papers, Moot Court Competitions, and Essay writing competitions. Encouraged ELSA Ireland members to get involved.
* **Committee Member, Organisation of the Corporate & Finance ELSA Summer**

**School (2017):** As a team of six we organised a week-long summer school for 50 participants. Arranged for Ireland’s top solicitors, barristers and lecturers to give presentations and seminars covering abroad range of commercial legal topics. Created an extensive academic and social programme.

**Dublin City University, 2014-2017:**

* Member of the Student Investment Society; ELSA; the Law Society; the Snow Sports

Society; and the Dance Society. ‘Three Cups of Coffee’ Mentoring Programme –

Mentee.

**Courses:**

* **Introduction to Architecture course,** Trinity College Dublin October 2020-present
* **European Union Trademark course,** EURIPO October 2020
* **Introduction to Alternative Dispute Resolution course,** CIArb July 2020
* **Legal French course,** Alliance Français March 2020
* **Great Philosophers course,** Trinity College Dublin September-December 2019
* **Arts and Media Law course,** The Law Society of Ireland April-May 2019
* **French tutoring,** Olé School of Languages April-September 2019
* **Summer School of Civil Law,** Université Panthéon Assas II, Paris July 2018
* **International Investment Law and Arbitration** **ELSA course,** August 2016

ALBA Graduate Business School, Greece