Cora Doyle **Curriculum Vitae**

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## Profile

Having completed my undergraduate degree in Civil Law at NUI Galway, I went on to do a master’s degree in International Commercial Law at UCD. I am passionate about the Law and recognise its significance in every aspect of society and business. My work experience to date includes an internship with Treasury Legal Services AIB and customer facing retail and hospitality roles. I am acknowledged as a fast learner and a problem solver. I cope well under pressure, I am adaptable to my surroundings and enjoy working both as part of a team, or as an individual contributor. I am honest and hard-working, and I will apply myself fully to any task I am presented with.

## Education

**Professional Education**

* I began the FE1 examinations in March of 2020
* I am also studying to sit the New York Bar

**Vocational Courses**

* Anti-terrorism and anti-money laundering awareness training
* Conflict resolution training
* Customer outcomes and conduct risk training
* GDPR compliance training

**Third Level Education**

* NUI Galway – Bachelor Civil Law
* September 2015 – 2019
* **2:1** Honours
* University College Dublin – LLM International Commercial Law
* September 2019 – 2020
* **1:1** First Class Honours

**Arbitration Project**

* During the final semester at UCD I undertook an arbitration course in place of a thesis. This course was accredited by the chartered institute of arbitrators.
* I participated in a moot arbitration via zoom which was judged by experienced arbitrators.
* Our team presented a successful argument.
* I received an A grade for this course.

**Second Level Education**

* Moyne Community School, County Longford.
* September 2009 - June 2014
* Leaving Certificate (**462 Points**)

## Legal work Experience

* *AIB Bankcentre Ballsbridge*

Role: **Treasury Legal Services Intern Summer 2017**

I was the only intern hired for the Treasury Legal services team. This was a challenging role; supporting a team of ~14 lawyers. I gained a great insight into the different aspects of corporate law and developed a good grasp of everything that would be expected of a paralegal in a banking law capacity.

My duties included:

* Editing legal documents to reflect changes to the commercial and legal requirements.
* Maintaining and managing client data and information, including creating physical folders.
* Preparing for GDPR.

I assisted in the general workings of the office, filing sensitive emails/ information and attending and note taking at biweekly meetings and briefings. I learned to work to a very high standard in a challenging and professional environment.

* *The Longford News (Newspaper)*

Role: **Intern/Work Experience Summer 2010**

While at The Longford News I engaged in a number of activities. I was shown how the paper was laid out and designed, how the articles went from the early stages of production to the printed paper.

I accompanied senior journalists to Longford Circuit Court and learned how to take notes on cases and then to convert them into a brief synopsis of the case in question. This is where my interest in the law began.

## Non-Legal work Experience

* *New Look Galway (Retail outlet)*

Role: **Sales Associate Summer 2018**

My duties included customer service and sales; stock rotation and stock management. The store was extremely busy and I worked well under pressure.

* *The Aubergine Longford (Restaurant)*

Role: **Waitress Summer 2016**

My duties included customer service; waiting tables and making sure patrons were satisfied with all aspects of their dining experience.

* *The Pantry (Health Food Shop)*

Role: **Sales Associate Summer 2014 & Summer 2015**

Great inter-personal skills were a necessity, as I interacted with customers daily. In addition to sales and customer advice, I also gained great insight into the general working of a small business e.g. cash management, stock taking and stock ordering.

## Skills & Attributes

* Experience with Microsoft Word, PowerPoint and Excel.
* Experience working with cash and accounts.
* Native English speaker, proficient Irish speaker, Intermediate French speaker.
* Effective communicator.
* Time management and problem solving skills.

## Hobbies and Interests

I enjoy kickboxing, film, music, art, reading, travelling, experiencing different cultures, entertaining and cooking. I have keen interest in the Law, particularly the areas of Intellectual Property and Labour Law. I was an active member of the Law Society at both NUIG and UCD. I also enjoy volunteering with animal charities; CLAWS in Kenmare and Madra in Galway.

**References available on request**