**Elizabeth Keyes**

**Address:** Coole, Raheen, Abbeyleix, Co. Laois

**Telephone:** 087-0672166 **E-mail:** ekeyes10@gmail.com

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| Final year Law and Business student (BCL) at Maynooth University, seeking a Legal Internship. Highly driven, hardworking and ambitious individual. Having undergone a 12 month legal work placement in a top corporate environment, I am eager to build my corporate legal experience. |

**Education: 2015- present** Maynooth University (graduating in 2019)

**2009-2015** Heywood CS Ballinakill, Co. Laois

**Work Experience:**

**Comgest Asset Management International Limited:**

* I have acquired a spectrum of invaluable skills from my 12 month position as a legal Intern with Comgest Asset Management International Limited. I worked mainly in the areas of Contract and Corporate Law. My responsibilities included;
* Maintaining of foreign registration requirements for UCITS funds in foreign jurisdictions including production, maintenance and dissemination of Key Investor Information documents;
* Reviewing and updating of company prospectus;
* Reviewing, drafting, amending and terminating client contracts where necessary; and
* Performing regular client compliance checks.

**Spar International**

* My part time retail position at spar enabled me to thoroughly develop my interpersonal, communication and time-management skills. My responsibilities included:
* Operating the till, preparing and serving food at the deli counter; and
* Recording stock intake and processing stock orders.

**Interests and Hobbies:**

* Classical Ballet and Contemporary Dance;
* Maynooth University in house Moot Court competitior;
* Maynooth University intervarsity Literary and Debating competitor;
* Cross country running and availing of the gym are my preferred ways to keep fit;
* I play Tag Rugby with my university team; and
* I volunteer and raise funds for worthy causes when I can. I raised over €500 for Pieta house in May 2018.

**Special Achievements:**

* Passionate Meitheal Leader with the Meitheal Leadership Programme, instilling teamwork and leadership skills and community values into the young people of Ireland;
* Distinction in Communications award;
* Bronze and Silver Gaisce awards;
* Pope John Paul II Gold award; and
* Class Tutorial Award for academic achievements in 5th and 6th year

**Appendix:**

**Modules Studied in my degree:**

**First Year:** Contract Law

Tort Law

Company Law

Introduction to the Irish Legal System

Introduction to Management and Teams

Introduction to Marketing and Sales

Principles of Macroeconomics

Principles of Microeconomics

Introduction to Quantitative Analysis

Organisational Behaviour

Business Landscapes

**Second Year:** Constitutional Law

Criminal Law

Administrative Law

Law of Evidence

European Union Law

Project Management

International Business

Operations and Supply Chain Management

Financial Accounting

Marketing Management

Management Information Systems and I.T.

**Third Year:** Full-time work placement at Comgest Asset Management International Limited

**Final Year:** Land Law

 Equity and Trusts

 Family Law

 Media Law

 Strategic Management

 Strategic Human Resource Management

 Strategy Simulation

Managing Information Technology for Business

Innovation Management

Negotiation and Dispute Resolution

**Referee’s:**

Available on request