*I am conscientious, reliable and hardworking International Business Law Graduate. I have excellent time management and organisational skills and a strong attention to detail. I consistently deliver a high standard of work as well as having the ability to prioritise multiple tasks. I work well on my own initiative and work equally well on my own or when collaborating as part of a team. I have excellent interpersonal and communication skills and establish and develop professional business relationships with ease.*

**Education**

**2017 LLM in International Business Law Result: 1.1**

**Maynooth University, Maynooth, Co. Kildare**

 **Modules include:**

World Trade Law (1.1); International Law on Foreign Investment (1.1); Information Privacy Law (2.1); Aircraft Financing (1.1); Public Procurement Law (2.1); IT Law (1.1).

**Dissertation:** “*State aid rules are part of the solution, not part of the problem.*” An evaluation of the adaption of State aid rules in relation to financial institutions operating in the EU following the Financial Crisis in 2008. (1.1)

**2016 Bachelor of Civil Law (Hons.) in Law and English (BCL) Result: 2.1**

**Maynooth University, Maynooth, Co. Kildare**

**2011 Leaving Certificate**

**Dunshaughlin Community College, Dunshaughlin, Co. Meath**

**Other Proficient in Microsoft Office;** **Justis; WestLaw; Lexus Nexus and Hein Online**

**Work Experience**

**July 2017-Present Corporate Governance Associate**

 **DEPFA Bank Plc, 1 Commons Street, Dublin 1, Co. Dublin.**

* Conducting all necessary prep-work for upcoming Board meetings and AGMs.
* Review internal documents/procedures to ensure compliance with legal/regulatory obligations.
* Providing hand-on advice to departments within the bank regarding corporate governance obligations.
* Reviewing, amending, drafting, proofing and improving internal charters.
* Drafting minutes for EDC Meetings.
* Ad hoc administrative duties.

**Sept 2015-May 2017 FLAC MU Volunteer**

 **Maynooth University, Maynooth, Co. Kildare.**

* Giving advice in clinics run on a bi-weekly basis on a variety of legal matters.
* Acting as a first point of call for individuals who were unsure of their rights or where to obtain information in relation a legal issue they were experiencing.
* Acted as the Training and Development Officer for the FLAC Society for academic years 2015-17. This involved the organisation of information seminars on a variety of key areas of law.
* Performed administrative tasks for the society which involved: the collection of collation of attendance records; the collection and collation of information relating to queries which arose during the clinics; and ad hoc tasks as required.

**Jul- Aug 2015 Administration Officer**

**Dublin Aerospace Limited, Hanger 5 Dublin Airport, Co. Dublin.**

* Completed records and documentation including recording overhaul and repair work completed on APUs.
* Responsible for a backlog in work reports which needed to be completed by a set deadline.
* Responsible for proper filing and retrieving of previously completed documentation.
* Scanned and uploaded APU documentation to internal Aerospace database.
* In charge of the proper filing of APU work reports.

**June 2015 Summer Internship**

**Liam Keane and Partner’s Solicitors, OId Toll House, Main St, Dunshaughlin, Co. Meath**

* Filed documentation in a timely and efficient manner.
* Completed ad hoc administrative duties around the office including typing correspondence, filing duties, retrieving files, researching/retrieving cases, printing, photocopying, scanning and ad hoc I.T duties.
* Observed proceedings in court, barrister meetings and client meetings.
* Completed light legal research.

**Jul 2013-Sep 2014 Music Teacher/Administrator**

**Meath Music Academy, Navan, Co. Meath**

* Operated on a self-employed basis, teaching Guitar and Music Theory to both children and adults.
* Responsible for the day-to-day administration of the school, including organisation of class schedules, rescheduling missed lessons, keeping up-to-date records of students progress, event organisation and email/telephone correspondence.
* Provided group lessons and one-to-one tuition.
* Set and marked exams for students.
* Organised concerts for parents to exhibit the student’s talent and progress.

**Key Skills**

**Ability to work on own initiative, prioritise workloads and deliver to tight timelines:**

Training and Development Officer for the FLAC Society, Maynooth University.

Editor of *The Golden Thread*, Maynooth University Law Review, which is published annually.

**Project Management skills:**

Training and Development Officer for the FLAC Society, Maynooth University, which involved running training sessions for students.

**Attention to detail:**

Completed detailed documents in Dublin Aerospace Limited.

Editor of The Golden Thread, a Maynooth University Law Journal which is published annually.

Used Legal Databases such as Justis, WestLaw, Lexus Nexus and Hein Online.

Experienced in proof-reading during English Degree.

**Public Speaking:**

Participation in Moot Court Competitions.

**Interpersonal and Communication**:

Liaised with students, lecturers and guest speakers as Training and Development Officer and Careers Officer.

Taught music lessons involving groups and one to one tuition.

**Team work:**

Worked in teams to during roles of FLAC Training and Development Officer and Law Society Careers Officer.

Participation in Moot Court competitions.

**References**

**Fergus Woods**, Head of APU Services at Dublin Aerospace Limited, Hanger 5 Dublin Airport, Co. Dublin

Phone 01-8126274 Email: fergus.woods@dublinaerospace.com

**Elaine Tiernan**, Head of Corporate Governance/Company Secretary at DEPFA Bank Plc, 1 Common St, Dublin 1

Phone 01-7922192 Email: elaine.tiernan@depfa.com

**Dr Delia Ferri**, Lecturer in Law at Maynooth University, Maynooth Co. Kildare

Phone: 01-4747210 Email: Delia.Ferri@mu.ie

**Dr Maria Murphy**, Lecturer in Law at Maynooth University, Maynooth, Co. Kildare

Phone: 01-4747223 Email: Maria.Murphy@mu.ie