**Genevieve Lynch**

**● Dublin**

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Summary

* An adaptable graduate who has completed all FE-1s seeks training contract with a specific interest in joining a forward thinking and ambitious firm.

Career history

**Sept 2018 - current Brexit Specialist (Brexit Unit)- on Secondment**

 **National Standards Authority of Ireland (NSAI)**

* Assist in the establishment of a newly formed Brexit Unit
* Provide analysis of NSAI’s present and future exposure to Brexit
* Develop policy responses to Brexit including response plans, mitigation measures and actions to support Irish industry which are supported by evidence-based research and engagement with relevant stakeholders
* Advise Irish businesses on how Brexit is likely to impact on standards and certification including through the organisation of nationwide general and targeted sectoral Brexit briefings
* Develop Brexit related material for specific targeted audiences including the creation of a Brexit website portal alongside guidance and factsheets
* Collaborate and engage with other Government Departments, agencies, representative bodies and wider industry in developing Brexit mitigating strategies

**Sept 2016 - Sept 2018** **Executive Officer (Energy Division)**

 **Department of Communications, Climate Action and Environment**

* Provided detailed analysis of documents, strategies and other publications
* Drafted and prepared briefing material, memos, parliamentary questions, reps and information notes, departmental and divisional plans
* Collaborated with in-house legal team and the office of parliamentary counsel on legislative issues including preparation of legislation
* Represented and participated as a Departmental official at inter-departmental and cross-Departmental fora
* Researched and provided detailed analysis of international developments and technical documentation
* Maintained and proactively developed effective working relations and contacts within the energy sector

**Jun 2015 - Sept 2016 Executive Officer**

 **University College Dublin**

* Organised events from weekly seminars, classes to symposiums
* Dealt with clients and acted as first point of contact for all general staff and student queries
* Proofread written material including technical working papers and research papers for publication
* Oversaw the Institute’s social media platforms
* Provided administrative assistance such as minute taking, organisation and distribution of thesis, processing invoices and updating website

**Jan 2014 – Feb 2015 Customer Relationship Manager**

 ***PeoplePoint (Department of Public Expenditure and Reform)***

 ***Service Management***

* Liaised with Government departments and bodies as customer relationship manager for designated Departments
* Assisted in the development of an external customer complaint procedure and policy
* Engaged and consulted with high-level officials on a wide range of human resource issues
* Utilised in-house file management, document management and case management systems
* Developed awareness and knowledge of policies and circulars relating to data protection, freedom of information acts and the provision of employee benefits
* Communicated effectively with local teams, internal divisions, individual customers and external stakeholders to resolve high level and often sensitive complaints
* Compiled various bespoke reports for Government departments

**Jun 2013 - Jan 2014 National Digital Strategy (NDS) Project Officer (Intern)**

 ***Department of Communications, Energy and Natural Resources***

* Researched and provided detailed analysis of briefing and information notes, audit visits, documents, strategies, publications
* Provided organisational and administrative assistance for launches, site visits, high priority engagements and in the provision of a nationwide grant scheme
* Carried out audits and compiled audit reports
* Monitored and updated social media channels

Education and qualifications

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| --- | --- | --- |
| *Diploma in Law* | The Law Society of Ireland | 2014 – 2016 |
| Constitutional Law (68%) ● Law of Contract (77%) ● Law of Tort (70%) ● EU law (58%) ● Property Law (57%) ● Equity (55%) ● Criminal Law (67%) ● Company Law (70%) |
| *MA International Relations 2:1*  | Dublin City University | 2010 – 2011 |
| International Political Economy ● International Law ● International Political Theory ● Intermediate French Language ● Russia and the Former Soviet Space ● Irish foreign policy ● Development of the EU  |
| *MPhil Literature of the Americas 2:1* | Trinity College Dublin | 2008-2009 |
| *BA (Hons) English (Single Major) and History (elective) 1st* | University College Dublin | 2005 – 2008 |

Other skills

* Sat and passed all FE-1s (Completed Autumn 2016)
* Language skills include French (intermediate level), German (basic level)
* IT skills include Microsoft Office including Word, Excel and PowerPoint ● Agresso ● Photoshop ● Microsoft Access ● SPSS ● Sharepoint ● Wordpress

References

Available on request