

HANNAH BERGIN

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Enthusiastic team player with a year of legal experience applying for a training contract at ByrneWallace LLP. References upon request.

EDUCATION

2020 - 2021

INTERNATIONAL & EUROPEAN BUSINESS LAW LLM, TRINITY COLLEGE DUBLIN

International and European Aviation Law, Intellectual Property, Copyright and Data Protection Law

First class honours with distinction (73%) – Class Ranking: 2/34

2019 - 2020

FE1 EXAMINATION, LAW SOCIETY OF IRELAND

8/8 passed

2014 – 2018

BCL CORPORATE LAW & LLB, NATIONAL UNIVERSITY OF IRELAND, GALWAY

Corporate Law: Second class honours (62%) – Class Ranking: 7/46

LLB: Second class honours (68%) – Class Ranking: 4/55

2014

LEAVING CERTIFICATE, HEYWOOD COMMUNITY SCHOOL, LAOIS

385 points - Awarded 2014 English Student of the Year (A1)

LEGAL WORK EXPERIENCE

LEGAL EXECUTIVE, NATIONAL BROADBAND IRELAND (December 2021 - Present)

- I am currently supporting the team of in-house solicitors advising on the rollout of the national broadband plan.
- I assist with drafting of major contracts required by the business for the supply of goods and services including construction, design and sponsorships.
- I am directly involved in the drafting of company letters issued to members of the public, external counsel and the Department of Environment, Climate and Communications.
- I am directly involved in the establishment of contract management processes including analysis tools to ensure contracts are executed/amended in line with good governance practices and the business' obligations to both investors and the Department of Environment, Climate and Communications.
- I assist with providing internal legal advice in all matters involving contractual interpretation and drafting responses to public complaints.
- I solely manage contract executions including obtaining all business approvals, drafting execution instructions for other parties, organising wet ink/sealing/witnessing and electronic signatures, compiling, circulating and filing hard and soft copies of all executed contracts.

LEGAL INTERN, VIRGIN MEDIA DUBLIN (May 2017 - September 2017)

- I worked as part of a team of six providing in-house legal advice to a large multinational telecommunications company.
- I assisted with contract work including inputting commercial details into agreed templates, checking cross-referencing/spelling/grammar, running redlines, redacting clauses and completing contract management trackers.
- I assisted in preparing GDPR compliance by researching the Regulation and setting out the obligations it was set to impose on the business, drafting standard data processing clauses and redrafting existing company policy and customer terms and conditions.
- I assisted with litigation by drafting and submitting court appearances, compiling case briefs, liaising with solicitors of litigants, sitting in on negotiations and attending court.

WORK EXPERIENCE

FOOD AND BEVERAGE ASSISTANT, LYRATH ESTATE KILKENNY (October 2019 – November 2021)

- I worked in a team of 20 providing service in a busy five star hotel.
- I worked in the bar waiting tables and serving drinks. This involved being professional and well-presented at all times and making sure that all guests were happy with service levels.
- I was regularly rotated to restaurants within the hotel to work as a hostess where I was responsible for managing reservations, table planning and greeting and seating of all guests.
- I regularly worked events alone including drinks receptions and private dinners which included all set up, order taking, drink pouring, food serving, service checks and cleanup. I also regularly worked larger events such as weddings and conferences with my team.

SALES ASSISTANT, HYNES SHOES GALWAY (September 2018 – September 2019)

- I worked in a team of six providing retail service in a busy shop.
- I worked on the shop floor discussing customer requirements and recommending shoes to suit their individual needs, organising shop shelves and cleaning. I was generally rotated to a sister shop to support their team during busy periods.
- I regularly organised two large stock rooms to ensure that product storage flowed in line with the code system in place in the shop.

FOOD AND BEVERAGE ASSISTANT, RADISSON BLU GALWAY (October 2017 – September 2018)

- I worked in a team of 30 providing service in a busy five star hotel.
- I worked in the bar waiting tables, serving drinks and ensuring guests were happy with service levels.
- I regularly worked small events by myself and larger ones with my team members.

OFFICE ADMINISTRATOR, ENTEGRO DUBLIN (MAY 2016 – SEPTEMBER 2016)

- I worked providing administrative support to the planning department of a telecommunications contractor company.
- I compiled instructional packs for field engineers including T2 and Section 254 licences, maps, wayleave agreements and authorisation to proceed certificates.
- I managed all hard and soft copy filing and implemented a new hard copy file management system during this role.

BEVERAGE ASSISTANT, THE WHEEL INN KILKENNY (March 2015 – September 2017)

- I worked in a team of five providing service in a busy country pub.
- I worked making and serving drinks to patrons and cleaning the bar and lounge.