**L Y D I A B E N T L E Y**

Apt. 2, 30 Rathgar Road, Dublin 6

D.O.B. 06/05/1987. T: 087-7770609. Email: LydiaJBentley@gmail.com

**Career Profile**

Highly motivated university graduate with a B.A. (Hons) in Business and Sociology from Trinity College Dublin (2.1) and a Master’s degree in International Relations (2.1) seeking a training contract with Byrne Wallace, a leading commercial law firm.

I have a keen interest in commercial and corporate law gained from my 4 year honours degree in Business Studies and through my present role working with Ronan Daly Jermyn Solicitors.

**Educational Qualifications**

**2010 – 2011 Dublin City University**

***Master of Arts in International Relations***

1 year Master’s degree in International Relations. Subjects included: Human Rights Law, Public International Law, Communications and Information in International Relations, Politics of the UN, and Political Economy.

**Thesis Title**: ***Testing the efficacy of The Convention on the Rights of the Child in prohibiting child labour. Case Study: India***

Result: 2.1

**2004 – 2008** **Trinity College, Dublin**

***Bachelor of Arts in Business and Sociology (BESS)***

4 year honors degree in Business and Sociology. Subjects included: Introduction to Law, Financial Reporting & Analysis, Human Resource Management and International Business.

Result:2:1

**1999– 2004 Eureka Secondary School, Kells, Co. Meath**

**Professional Experience**

**July 2017 – Present Ronan Daly Jermyn Solicitors – Legal Intern, Tax Department**

***Key Responsibilities:***

* Assisting Partners and Solicitors with any matters that may arise.
* Drafting correspondence to clients and other parties.
* Attending client meetings and court hearings.
* Filing court documents.
* Opening and updating files on Keyhouse.

**May 2017 Ronan Daly Jermyn Solicitors – Summer Intern**

***Key Responsibilities:***

* Assisting in meeting deadlines in the tax and commercial litigation departments
* Filing court documents
* Attendance at court hearings

**Feb 2012 – Dec 2016 The Mater Hospital Foundation – Hospital Liaison Officer**

***Key* *Responsibilities:***

* Assist the Chief Executive on legal and governance matters. This included instructing the Foundation’s law firm Mason Hayes & Curran on the update of the Memorandum & Articles of Association, legacy issues and the administration of the Foundation’s charitable trust account. It also included ensuring that the Foundation is compliant with the new regulations set out under the Charities Act.
* Ensure compliance with the Statement of Guiding Principles for Fundraising.
* To collate and analyse information and draft funding applications to Corporate entities, Trusts and Foundations.

**Oct 08 – May 10 Staff Control Accountant** - **Société Générale, IFSC House, Dublin 1**

***Key Responsibilities:***

* Daily reconciliation of allocated bank accounts by quickly assimilating large amounts of transaction data, analysing this data and making conclusions based on this analysis. Compilation and analysis of all month end reports.
* Report on trade activity, providing detailed analysis to all relevant parties.
* Project work: proposal and implementation of efficiencies within the existing departmental processes, participation in intra-departmental projects and provision of specialist knowledge from own area of expertise.

**Voluntary Experience**

**Nov 2010 - Present Society of St. Vincent de Paul Volunteer – St Ignatius Conference, Dublin 1**

***Key Responsibilities:***

* Conference President from December 2012 – December 2014
* Assessment and analysis of client needs.
* Advising volunteers and clients on various issues.

**May 2010 – August 2010 Volunteer with The Umbrella Foundation – Nepal**

(The Umbrella Foundation is a children’s rights organization based in Nepal)

***Key Responsibilities:***

* General volunteer responsible for the wellbeing of over 50 young children.
* Volunteer Development Coordinator.

**Additional Skills**

* Computer literate, extended knowledge of packages such as MS Office, Keyhouse and Lotus.
* Full clean driving licence.
* Heartsaver - CPR & AED Programme.

**Interests and Hobbies**

* Strong interest in current affairs, politics and international development issues.
* Drama, theatre & music enthusiast.
* Pilates, running & horse riding.

**References are available upon request.**