**NIAMH HARFORD**

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| **EDUCATION Trinity College Dublin** | **2015-2016** |

*Masters in Law (LL.M)*

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| **University College Dublin, Dublin, Ireland** | **2011-2015** |

*Bachelor of Civil Law (BCL)*

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| **Loreto Secondary School, Balbriggan, Ireland** | **2005-2011** |

*Junior Certificate & Leaving Certificate*

**WORK EXPERIENCE**

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| **Maples and Calder** | **March 2018-Present** |

***Funds Paralegal***

* Provide support to the London and Cayman offices on the establishment, authorisation and regulation of Irish regulated collective investment schemes.
* Draft prospectuses, supplements and instruments of incorporation, and review ancillary agreements such as investment management agreements, AIFM agreements, depositary agreements, prime brokerage agreements, custodial and agreements.
* Prepare Central Bank applications for the establishment and authorisation of new funds and sub-funds, and post authorisation amendments to funds.
* Advise clients on the Central Bank approval process for the controlled functions of the board of directors to fund entities, which includes assisting with Central Bank individual questionnaire applications, conducting KYC and due diligence checks on incoming directors, and responding to Central Bank queries on individual questionnaire applications.
* Complete procedures for the director resignations from boards of funds, including drafting resignation and appointment letters, along with submitting notification of resignation with the Central Bank.
* Submit applications to the Central Bank for the revocation of funds, and liaising with various parties such as directors, banks and prime brokers to complete the application.
* Draft applications for fund authorisation, company incorporations, investment manager, AIFM and super management company approvals with the Central Bank.
* Prepare upstream and prepayment notices for funds.

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| **Elix Aviation Capital** | **February 2018-March 2018** |

***Paralegal***

* Managed closings, including document execution process and completion of all relevant conditions precedent and conditions subsequent.
* Drafted, reviewed, negotiated and agreed ancillary documentation, such as lease amendments, side letters, conditions precedent and corporate approvals.
* Liaised where necessary with airlines, banks, aircraft buyers and sellers, external legal counsel, manufacturers and maintenance providers as required.
* Assisted the legal team with all corporate compliance matters.
* Liaised with corporate service providers in various jurisdictions to establish and manage special purpose companies.
* Performed Know Your Customer (KYC) checks on counterparties and collated KYC information for external parties.
* Assisted and supported transaction lawyers in project managing transactions through documentation phase to contract signature and closing.

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| **Baker and McKenzie** | **September 2016-January 2018** |

***Legal Professional***

* Carrying out due diligence procedures for M&A transactions, including conducting red-flag reports of potential targets, compiling step lists from multiple jurisdictions, verification, updating online data rooms, reviewing contracts and preparing contract summaries.
* Drafting documentation such as contracts, leases for commercial wind farms, IPOs for banks and transport management companies.
* Assisting with Document Review Projects; reviewing documentation for disputes and litigation proceedings, competition authority investigations, trade sanction investigations, tax fraud investigations and personal data access requests.

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| **An Post** |  |

***Paralegal* July 2016-September 2016**

* Experience working in employment, personal injuries, commercial and property law.
* Prepared briefs for counsel, reviewed documentation, attended court proceedings, and made notes for counsel.
* Conducted legal research on ODR and ADR platforms for insurance subsidiaries and prepared a report with findings.
* Assisted with debt collection proceedings for An Post's subsidiaries, reviewed evidence and drafted final demand letters, prepared court summonses.

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| **Refugee Information Network** | **November 2015-January 2016** |

***Legal Researcher***

* RIN is a voluntary organisation designed to accumulate information on the asylum processes of each of the 28 states of the European Union, making it available to refugees on an accessible database.
* Conducted legal research on the asylum seeking application process in Slovenia and prepared a report with my findings.

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| **McDowell Purcell** | **September 2015-September 2015** |

***Legal Intern in the Public Law and Regulatory department***

* Drafted legal documents including letters to clients and witness interview plans.
* Reviewed witness statements and evidence, ensuring information was accurately recorded.
* Assisted in preparing briefs, carried out filing and created databases.

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| **An Post** | **August 2015-September 2015** |

***Legal Intern***

* Conducted legal research on incoming legislation and prepared a report for the company solicitor outlining how such legislation may potentially affect the company.
* Assisted with the prosecution of TV licence evasion; reviewed evidence, prepared summonses, attended court.
* Prepared briefs for counsel for personal injuries cases.

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| **An Post** | **May 2015-August 2015** |

***Business Support Officer in Investment Services***

* Prepared repayments and reinvestments for customers wishing to reinvest or encash investments in state savings, which An Post operates for the NTMA.
* Manned the call centre which manages customer queries regarding all state savings.
* Corresponded with representatives of deceased customers regarding their savings and investments.

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| **Centre for Talented Youth Ireland, Dublin, Ireland** | **July 2014-April 2015** |

***Teaching Assistant for law and criminology***

* Provided teaching support in academic classes for highly intellectually gifted teenagers and children.
* Delivered debating workshops on law related themes, co-ordinated field trips, assisted with tuition.

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| **Dublin City Sherriff’s Office** | **May 2014/2015** |

***Vote Counter***

* Sorted ballots and counted votes in the 2014 local and European elections, and 2015 referenda.
* Addressed queries from observers.

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**MEMBERSHIPS/AFFILIATIONS  
 *UCD Literary and Historical Society***

* Convened an international intervarsity debating competition for over 100 competitors. I managed a committee of 30 people and a budget of €3,000 and yielded a €2,000 profit for the society. I secured sponsorship, booked venues, marketed the event to student societies across Europe, liaised with competitions officers to register teams, and secured a world class judging pool.
* Served on a committee of 26 running a highly active society, running up to ten events a week, with >5,500 membership.
* Judged schools and college debating, along with delivering debating workshops.
* Organised guest speakers, weekly house debates and social events.

***UCD******Visual******Art******Society*** *–* ***Drawsoc***

* Founding member of the society, which has become extremely prominent and active on campus.
* Taught weekly art classes in a number of different media.
* Organised successful and well attended art exhibitions and gallery trips.

***UCD******Student******Legal******Service***

* Attended workshops in landlord and tenant law, consumer law, employment law and clinical skills.
* Worked at free legal aid clinics on campus dispensing legal information to students.
* Researched legal queries submitted by students and reported back with information and suggestions.

**LANGUAGE SKILLS**

* Advanced written and spoken Irish.
* Intermediate written and spoken French.

**ACHIEVEMENTS**

* **Debating**; represented UCD at the European University Debating Championships. Trinity Women's Open finalist 2015, Irish Mace finalist 2013, Imperial Open finalist 2014, Limerick Open semi-finalist, DCU Open semi-finalist, Tallaght IV semi-finalist, James Joyce Maidens finalist, Maidens Mace finalist, UCD Novice IV semi-finalist.
* **Mooting**; DCU Maidens Moot runner up 2013, Cecil Lavery quarter-finalist 2013.
* Grade 8 piano, Royal Irish Academy of Music.
* School captain and senior prefect.
* Dublin Irish dancing champion 2006 and placed 6th in the world in the reel at the World Irish dancing championships.

**ACTIVITIES & INTERESTS**

* Swimming, art and music.

**REFERENCES**

* Available upon request.

**Appendix**  
  
*Post Graduate Examination Results*

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| **Semester** | **Module** | **Grade** |
| 1 | Essential Technologies | 70% |
| 1 | Medical Law | 68% |
| 1 | Judicial Review and Human Rights | 68% |
| 2 | Law and Bioethics | 68% |
| 2 | Islamic Law | 75% |
| 2 | Corporate, White Collar and Regulatory Crime | 72% |

*Undergraduate Examination Results*  
  
(Overall grade 2.1)

**Year 1**

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| **Semester** | **Module** | **Grade** |
| 1 | Constitutional Law: Institutional Framework of the Constitution of Ireland | B- |
| 1 | Criminal Procedure | A- |
| 1 | Introduction to Civil Law | D+ |
| 1 | Contract: Formation | B- |
| 1 | General Introduction to Legal Studies | A- |
| 2 | Constitutional Law: Fundamental Rights under the Constitution of Ireland | B |
| 2 | Law of Tort | B- |
| 2 | Civil Procedure | A- |
| 2 | Contract: Vitiating Factors and Remedies | B |
| 2 | Law and Legislation | B+ |
| 2 | The Politics of Great Nations | B+ |

**Year 2**

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| **Semester** | **Module** | **Grade** |
| 1 | Company Law 1 | D- |
| 1 | EU Constitutional Law | C+ |
| 1 | Property Law 1 | C+ |
| 1 | European Human Rights Law | D+ |
| 1 | Public International Law | C+ |
| 1 | Individuals and the State: Social Contract Theory from Hobbes to Rousseau | B |
| 1 | Criminal Liability | C |
| 2 | European Art 2: Caravaggio to Turner | B |
| 2 | Company Law 2 | C- |
| 2 | EU Economic Law | D+ |
| 2 | Property Law 2 | C- |
| 2 | Criminal Offences and Defenses | B- |

**Year 3**

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| **Semester** | **Module** | **Grade** |
| 1 | Evidence Foundations | B |
| 1 | Matrimonial Law and Reliefs | B- |
| 1 | Criminological Theory | B |
| 1 | Law, Religion and Secularism | B |
| 1 | Philosophies of Freedom | C+ |
| 1 | Feminism and Gender Justice | C+ |
| 2 | Evidence - Practice and Principles | C+ |
| 2 | Jurisprudence | B- |
| 2 | Criminology: Criminal Justice and Penology | A- |
| 2 | Family and Child Law | B+ |
| 2 | International Human Rights Law | B+ |
| 2 | Competition Law in Practice | C+ |

**Year 4**

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| **Semester** | **Module** | **Grade** |
| 1 | Equity: History, Doctrines, Remedies | C- |
| 1 | Employment Law: the Contract of Employment | B- |
| 1 | Media Law | C |
| 1 | Administrative Law: Grounds of Review | B |
| 1 | Advocacy and Mooting | B+ |
| 1 | Modernism: Art and Utopia | B- |
| 2 | Administrative Law: Remedies | B- |
| 2 | Employment Law: Rights | B- |
| 2 | Intellectual Property Law | B |
| 2 | Jury Trials | C |
| 2 | Law of Trusts | C- |
| 2 | Research Module | C- |

*Leaving Certificate Results*  
  
CAO Points total; 485

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| Subject | Level | Result |
| Art | Higher | A2 |
| English | Higher | B1 |
| Irish | Higher | B1 |
| Biology | Higher | B1 |
| French | Higher | B3 |
| Maths | Higher | C2 |
| Chemistry | Higher | D2 |

***FE1 Examination results***

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| Subject | Result |
| Constitutional Law | 56% |
| Property Law | 50% |
| Criminal Law | 50% |
| Company Law | 51% |
| EU Law | 53% |
| Tort Law | 53% |
| Equity | Result pending |
| Contract Law | Result pending |