

ALICE NORMOYLE

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EDUCATION

- Oct. 2020** Final Examinations Part One, 7 exams completed
2014 - 2018 National University of Ireland, Galway (NUIG) – B.C.L. (International) Honors Degree, Graduated 2:1
2016 - 2017 University of Groningen – Erasmus Exchange – 2:1
2008 - 2014 Laurel Hill FCJ Secondary School, Limerick – 425 points (mitigating factors)

LEGAL WORK EXPERIENCE

Fieldfisher LLP, Dublin

January 2020 – Present

Paralegal, Corporate, Commercial and Renewable Energy Department.

- Filings with the Property Registration Authority (the “PRAI”) primarily relating to Caution Applications.
- Filings with the Companies Registration Office (the “CRO”) including: Company Incorporations and Corporate Governance procedures.
- Drafting Legal Documents: Company Constitutions, Special Resolutions, Board Minutes, Share Certificates, Caution Applications, Option Agreements, Lease Agreements, Grant of Easements, Grant of Right of Way, Planning Consent letters.
- Main point of contact between the CRO and PRAI on behalf of the department.
- Attending Client meetings.
- Drafting correspondence, drafting and preparing trackers and managing follow ups to correspondence.
- Preparing bibles of transaction documents.
- Legal research and publication of research articles including:
 - *“Virtual AGM’s- the new normal?”*
 - *“Practical Implications of Covid 19 on AGMs and Board Meetings in Ireland”*
 - *“Second Shareholders’ Rights Directive Transcribed into Irish Law”*
- I have completed training courses on topics such as:
 - Advanced Work Flow Design
 - GDPR
 - Information Security
 - Anti-Money Laundering
 - SRA in Investment Schemes/ Warning Notice.
 - Excel, Microsoft Word, Powerpoint and PDF documents.

McEvoy Corporate Law, Dublin

January – September 2019

Paralegal, Commercial law, Property law and Commercial Litigation.

- Attending to preparation of briefs to counsel, motion booklets and trial booklets as well as collating booklets of exhibits referred to in affidavits.
- Liaising with Counsel, Clients and Courts Service including corresponding with registrars, filing pleadings and submissions, bespeaking orders and lodging papers for the Commercial List.
- Reviewing and identifying title and ancillary documents in the context of taking up title deeds on Accountable Trust Receipt.
- Responsible for online stamp duty filings and liaising with Associates and Stamp Duty Office re same.
- Tasked with initial drafting of letters to local authorities and other firms.
- Responsible for initial drafting of CRO documentation and subsequent filings.
- Experience in navigation of online data rooms and identification of documentation.
- Liaising with the Managing Partner in respect of time recording and responsible for inputting same into the time recording programme.
- Proficient in use of Evolve Case Management System.
- Assisted in organisation of and attendance at client summer drinks.

Ronan Daly Jermyn Solicitors, Galway

June 2018

Summer Intern, Employment Law and Property Law.

- Collating briefs for Counsel and preparing documents for discovery.
- Researching precedents and identifying possible defence arguments.
- Initial drafting and amending of PRAI documentation.

RG Emerson and Co. Solicitors

January-April 2018

Legal Intern, Property Law, Probate Law and Medical Negligence.

- Drafting correspondence with clients.
- Reviewing cases and undertaking research therein.
- Performing various office administrative duties.

Holmes O'Malley Sexton Solicitors, Limerick

July 2016

Summer Intern, Commercial Law.

- Drafting statutory books.
- Attending client and department meetings.
- Reviewing files and assisting with general office administration work.

FLAC Society Member, NUIG,

2014-2016

- Primarily in the areas of Criminal law, Employment law, and Civil legal aid.
- This involved participating in weekly face-to-face clinics with clients; following same we would discuss cases with the supervising Solicitor and agree on the appropriate course of action.

OTHER WORK EXPERIENCE

Brown Thomas, Limerick

August 2018- December 2018

- Customer service and sales, stock replenishment and general administrative duties.

VOLUNTARY WORK

- **Law Society, NUIG**, Ordinary Committee Member **2017-2018**
- **International Students Society**, Treasurer **2017-2018**
- **“Suas” Society**, Literacy Mentor **2014-2015**
- Involved in organisation of collections for and raising awareness of different charities including: Saint Vincent de Paul Society, Annual Daffodil Day, Lollypop Volunteer and Limerick School for the Deaf.

ACHIEVEMENTS AND INTERESTS

- Music - Royal Irish Academy Piano Grade 6 **2011-2014**
- UCC Philosophical Society Debating Competition - Munster finalist **2011-2014**
- Concern National Debates – Limerick County and City **2011-2014**
- Deputy Head Girl - Laurel Hill Secondary School **2013-2014**
- Gaisce Presidents Award - Bronze Medal **2011-2012**
- Horse-Riding- Show jumping and Dressage
- First Aid, Irish Red Cross
- Full Driver's License

REFEREES

Elaine Traynor, Partner
 Fieldfisher LLP
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 Smithfield
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