

# Curriculum Vitae - Rebecca Burke

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Cork, Ireland

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Hard working and ambitious graduate with extensive experience in customer service as well as experience in legal practice. Currently sitting the Law Society of Ireland Final Examinations – First Part, having completed seven out of eight exams, while working full-time in AIB's Legal Department. Excellent interpersonal and communication skills with an ability to adapt to different working environments. Completed a nine-month period in France as part of my degree.

## Education

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**BCLF Law and French** University College Cork September 2016 – May 2020

- Graduating with a strong 2.1 degree
- Completed third year of my degree studying at Université Jean Moulin Lyon III in Lyon, France as part of the Erasmus program. All modules taught through French and centred around the French Civil Legal System.
- Interested in: Litigation and Dispute Resolution, and Competition Law.

**Leaving Certificate:** Regina Mundi College, Cork September 2010 – June 2016

- Achieved 505 points, including an A grade in honours English.
- Senior hockey team member.
- Meitheal Mentor for first year students – leadership training acquired.

## Work Experience

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**Legal Data Analyst at AIB** June 2021 - Present

- Currently working on the Central Properties Valuation Team, within the Financial Solutions Group in AIB.
- Processing legal data for collateral valuations to be completed for Non-Performing Exposures in line with ECB requirements.
- Data Sourcing: identifying new to NPE loans and Existing NPE in line with Property Valuations Policy.
- Engaging with many well-known property advisory firms daily, to complete the end to end valuation process for clients of AIB.
- Collaborating with case managers and auctioneers to ensure the accuracy of property valuations.
- Proficient in Microsoft Excel and various workflow management tools and data bases.

**Law Module Co-Ordinator**

April 2021

- Taught a transition year law module to students from my secondary school, Regina Mundi College, Cork.
- Covered many topics including Irish Common Law, French Civil Law, court systems, governmental structure, law in UCC and the Erasmus programme.
- Staged a mock court room/ moot court, instructing on how a case is held.
- Invaluable experience in public speaking and course design and coordination.

**1909 Restaurant at Douglas Golf Club, Cork.**

July 2020 - June 2021

- Waitressed in the clubhouse in Douglas Golf Club - Senior member of staff.
- Additional responsibilities – assisted in design of menus, training of new staff, opening and closing shifts, stock taking.
- Strong communication skills essential: adapting to new COVID-19 restrictions in place.

**J.W. O'Donovan Solicitors, 53 South Mall, Cork.**

Summer 2019

- Worked as a legal assistant in a solicitor's office, gaining relevant experience for my Law and French degree.
- Assisted partners and associate solicitors in areas such as property law, family law and commercial law.
- Attended court with litigation partners, particularly when the High Court was in session.
- Learned valuable skills such as legal writing and administration.

**Barrister's Office - Helen Boyle, 14 South Bank, Crosse's Green, Cork.** Summer 2019

- Attended court daily, sitting in on hearings, dealt with clients hands-on.
- Completed legal research using critical analysis skills.

**Clarins Cosmetics, Mahon Point Shopping Centre, Cork.**

Christmas 2017 &amp; 2019

- Retail Sales Assistant for Christmas 2017 and 2019, providing professional customer care in a dynamic retail environment.
- Adapted to different roles as required – sales, customer support, performing secure and accurate cash management duties in line with store policies.

## **Skills and Interests**

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- Member of the UCC Ladies hockey team.
- Recipient of the Gaisce Bronze Medal President's Award.
- Achieved First place in the Discover Cork: School's Heritage Project in the Leaving Certificate category.
- Spent my 4 years of college as the Entertainments Representative for my course, responsible for organising a variety of social events each year.
- I have a full, clean drivers' license.
- Completed up to Grade 4 in violin in the Cork School of Music - member of a string orchestra and attended musicianship classes. Completed Grade 5 with the Associate Board of the Royal Schools of Music.

**References Available on Request**

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