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| **Sinead Byrne** |

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**Profile**

* A fourth year Law with Philosophy student at University College Dublin with professional experience.
* A diligent, hard-working and fast learning individual, with proven ability to build effective relationships with internal staff and external customers.
* Enjoys being part of a successful and productive team, thriving in highly pressurised and challenging work environments.

**Education**

2013-Present: University College Dublin – Law with Philosophy (BCL)

Current GPA (Stage 3&4): 3.65

Subjects completed and currently studying include: Constitutional Law, Company Law, Equity and Trusts, Torts, Administration Law, Criminal Law, Contract Law and EU Law

2016 Uppsala University – Law (Erasmus Programme)

Studied Human Rights Law and EU Criminal Law

2007-2013: St Angela’s School, Ursuline Convent, Waterford.

Completed my Leaving Certificate in 2013

Leaving Certificate points: 525

**Professional Experience**

June-August 2016 – Dechert, 3 George’s Dock, IFSC, Dublin 1

**Job Description:** Summer Intern (Asset Management and Investment Funds)

* Responsible for completing forms for the Central Bank for UCITS and ICAVS on behalf of the associates.
* Assisted the associates in drafting accompanying letters for the Central Bank of Ireland.
* Attended board meetings and gained first hand experience into the functional aspect of Asset Management Companies by drafting mock minutes which could be compared with the Company Secretary’s formal ones.
* Trained in CRM and was responsible for updates which greatly enhanced fee earners’ ability to find the information required about certain contacts quickly and efficiently.
* Updated Articles of association and Memoranda of association into the form of Constitutions in pursuance with the Companies Act 2014.
* Created bibles and boards packs for board meetings as well as other general clerical work.

May 2015 – Current - Part of the letters of 1916 project team

* Source letters from the time of the Easter Rising and have solicited others to search for relevant writings via social media.
* Trained to transcribe them onto a special archive online system, which will allow public access for future generations.

May 2015-August 2015 – Aoife’s Café and Art Gallery, 33 The Mall, Waterford

**Job Description:** Barista and Waitress

* Worked as part of a team of four people to prepare and serve a wide selection of food and drinks.
* Responsible for opening and closing the café on a number of occasions and was entrusted with my own set of keys.
* Helped to present and sell the art at exhibitions where I scheduled and coordinated art pick ups and drop offs.
* Directed fellow colleagues on the particulars regarding how a certain piece should be displayed as per an artist’s specifications.

September 2014 - January 2015 - Spar, Gandon House, Custom House Square, Dublin 1

**Job Description:** Cashier

* Handled the cash transactions of customers and guided and solved queries of customers.
* Worked on the cash register.

January 2014 - January 2015 - Aviva Stadium

**Job Description:** Waitress

* Provided customer services to corporate clients in the stadium.
* Addressed any customer queries and seek to respond in a satisfactory manner.

**Skills**

* IT Skills: Received a distinction in my European Computer Driver Licence and I am proficient in MS Office Applications and use of e-mail and internet, including all forms of social media.
* Communication Skills: I achieved a gold medal in the LAMDA elocution exams for solo acting and reading for performance and I have been able to display my communication skills repeatedly e.g. when I helped in giving a Brexit Webinar over the summer when I was with Dechert.

**Recent Projects**

I took part in the development of an app in May 2016 for EU legislation as part of the Charterclick! Project. The goal was to create an app that made EU more accessible to those who do not study law. I worked as part of a group in Uppsala successfully in doing so and we collectively worked with other universities around Europe.

**Interests:**

* Recent member of The Irish Women’s Lawyers Association as my interest in becoming a solicitor has increased since undergoing work in a law firm.
* Involved in UCD DrawSoc and UCD LawSoc
* Music: Attained Grade 7 in the Royal Academy of Music exams for piano.
* Dance: Ballet – Grade 6 Royal Academy of Dance.
* Charity Work: Active role in Age Action Ireland and the Irish Cancer Society.