

## Curriculum Vitae

### Stephanie Anne Greenan

Address: 9 Swanville Place, Rathmines, Dublin 6  
D.O.B.: 22 July 1992  
Telephone: 0872682608  
E-Mail: [sgreena@tcd.ie](mailto:sgreena@tcd.ie)

#### Education

2010 - 2014 Bachelor of Laws (LL.B) Trinity College Dublin, The University of Dublin

Year One: Constitutional Law I, Contract Law, Criminal Law, Law of Tort, Legislation & Regulation, The Irish Legal System

Year Two: Administrative Law, Constitutional Law II, Equity, EU Law, Land Law, Private Law Remedies

Year Three: Company Law, Employment Law, Environmental Law, Evidence, Food Law, Jurisprudence

Year Four: Advanced Evidence, Commercial Law, Criminology, English Land Law, Family Law, Penology, Tax Law

Overall Degree Result: II.1

2004 – 2010 St Louis Secondary School, Monaghan Town, Co Monaghan

Leaving Certificate:

Higher: English (A1), History (A2), Biology (A2), Irish (B1), Accounting (B1), French (B3)

Ordinary: Maths (A2)

Total Points 525

#### Employment History & Experience

ByrneWallace, 88 Harcourt Street, Dublin 2  
Corporate Legal Executive  
February 2015 – Present

Achievements and Skills Gained:

- Highly involved in the Corporate Department's adoption of the Companies Act, 2014.
- Developed a database of all relevant internal and external Companies Act, 2014 know-how material, including legislation, briefing notes, presentations and articles.
- Attended regular ByrneWallace seminars on the Companies Act, 2014 and created know-how folders for Fee Earners containing all the knowledge material from each seminar.
- Assisted in the creation of a standard form Constitution for companies in accordance with the Companies Act, 2014. This involved researching which sections of the legislation were to be included in the Constitution.
- Researched and created a know-how document listing and summarising all optional provisions that may be included in a company's Constitution.
- Researched and created a know-how document listing and summarising all Statutory Instruments that apply to the Companies Act, 2014.
- I updated the legislative references in all of the Corporate Department's precedent contracts and documents so that they refer to and comply with the Companies Act, 2014.
- Created an electronic database of all Corporate Department completion bibles and archived all hardcopy bibles. The database contains approximately 450 completion bibles and all future completion bibles will be added to the database.

ByrneWallace, 88 Harcourt Street, Dublin 2  
Junior Legal Float Secretary

October 2014 – January 2015

Achievements and Skills Gained:

- General secretarial duties in a variety of legal departments including Banking, Commercial Litigation Corporate, Property and Health Services.
- High quality training and experience in the use of a variety of systems including DMS, Big Hand, Axxia and Axel.
- Making changes and amendments to contracts and documents for Fee Earners.
- Exposure to a variety of ongoing, high profile cases in all Departments in the firm.

O'Reilly Solicitors, Cootehill, Co Cavan  
Intern  
June – September 2013

Achievements and Skills Gained:

- Working alongside two Solicitors on cases relating to areas such as Personal Injury, Probate, Conveyancing and Criminal Proceedings.
- Assisting in the application process for Grants of Probate. This included writing to Executors and Financial Institutions to ascertain the value of the Estate at date of death. Involved in compiling the necessary documentation to send to the District Probate Registry including the Inland Revenue Affidavit, Oath of Executor/Administrator, death certificate, copy of will and Administration Bond.
- Assisting in Personal Injury cases by ensuring initial Letter of Claim was issued and that the Form A and Medical Report was sent to the Injuries Boards.
- Gained experience in the use of the Land Registry website including searching title and title deeds before the Solicitor carried out any undertaking in relation to land and printing off Form 17 application for registration.
- Preparing briefs and documentation necessary for attending court.
- Increased attention to detail due to the need to ensure Letter of Engagement and S 68 letter were at the beginning of each file; and the need to be mindful of the Statute of Limitations particularly in relation to probate and personal injury cases.

Coyles' Service Station, Rockcorry, Co Monaghan  
Part-Time Sales Assistant  
September 2007 – September 2014

Achievements and Skills Gained:

- Customer Service.
- Post Office Administration.
- Placing orders with wholesalers, stock taking and general shop maintenance.
- Enhanced ability to work on my own initiative.
- Development of a strong work ethic, a good relationship with members of my local community and a high standard of customer service.

Amatino Partners' Accountants, 42 Dublin Street, Monaghan  
Work Experience  
November 2007

Achievements and Skills Gained:

- Administration, Minor Bank Reconciliation Statements, Filing, Accounts Preparations and inputting of data onto standard accounting packages.

**Interests and Achievements**

European Law Students' Association (ELSA), Trinity College Dublin  
President  
April 2013 – April 2014

## Main Responsibilities and Activities

- Chairing weekly committee meetings and coordinating the overall activities of the committee by timetabling and delegating work to committee members.
- Maintaining communication between ELSA Trinity and other ELSA committees in Ireland, and the National and International Boards.
- Working alongside the Treasurer and Central Societies Committee (CSC TCD) to ensure committee finances were managed efficiently.
- Overseeing the promotion of ELSA in Trinity and ensuring that students were informed about how to become active members of the committee and about upcoming events.
- Organising a trip for ELSA Members to Leinster House and to the European Court of Justice, Luxembourg.
- Assisting in the creation and Senior Editor of the first online Student Journal of European Law – [www.studentjournalofeuropeanlaw.com](http://www.studentjournalofeuropeanlaw.com).

European Law Students' Association (ELSA), Ireland  
Vice President for Academic Activities  
August 2012 – August 2014

## Main Responsibilities and Activities

- Liaising with Vice Presidents for Academic Activities on all Local Boards (TCD, NUI Maynooth, DCU and WIT).
- Promoting international competitions such as ELSA European Human Rights Moot Court Competition and ELSA Moot Court Competition on World Trade Organisation Law to all Irish ELSA Committees.
- Promoting the Student Journal of European Law to all Irish ELSA committees.
- Hosting ELSA Ireland's National Council Meeting in Trinity College Dublin.

European Law Students' Association (ELSA), Trinity College Dublin  
Vice President for Academic Activities  
April 2012 – April 2013

## Main Responsibilities and Activities

- Head of the Organising Committee for the 2012 Freshers' Week campaign for ELSA TCD.
- Promoting international ELSA moot court competitions in Trinity College Dublin.
- Liaising with the TCD Law School who provided a mentor and funding for the TCD Moot Team; overall winners of the 2013 ELSA Human Rights Moot Court Competition held in Strasbourg. This received huge publicity throughout the TCD Law School. It featured in an article in the Irish Times and is widely recognised throughout the international ELSA Community.

## Additional Information and Skills

- European Computer Driving License - Syllabus version 4.0
- Honours Certificate in Intermediate Text Processing – The Commercial Examining Board of Ireland (Average WPM of 75)
- Associate Diploma (ALSDM) Performers, Speech and Drama – Griffith College Dublin

## Referees

Dr Neville Cox  
School of Law, Trinity College Dublin  
House 39, New Square, Trinity College, Dublin 2, Ireland.  
Telephone: 018961350  
E-mail: [ncox@tcd.ie](mailto:ncox@tcd.ie)

Brendan O'Reilly  
O'Reilly Solicitors  
Cootehill, Co Cavan, Ireland  
Telephone: 0495556188  
E-mail: [info@oreillysolicitors.com](mailto:info@oreillysolicitors.com)