

# Georgia McGonigle

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Dublin  
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## Professional summary

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Organised and productive law student currently seeking an internship position. Possessing an excellent team spirit, deadline oriented mindset and having the ability to succeed in a demanding fast paced environment.

## Experience

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### **Company Bureau Formations Ltd**

Junior Company Secretarial (Co-sec) Administrator

**Dublin, Ireland**

Aug 2021 - May 2022

- Joined the Company Bureau team as an intern work placement position as part of my third year of my law degree.
- Company Bureau Formations is Ireland's leading company secretarial and compliance service providers, monitored by the Department of Justice.
- Gained invaluable experience working as part of both the Co-Sec and Formations teams.
- Liaised with clients on a daily basis; generating and issuing documents, providing information on any legal queries regarding company formation, obligations of directors and shareholders, annual returns, and Register of Beneficial Ownership (RBO) filings.
- Supported the Cossec operations manager by performing daily Anti-Money Laundering (AML) routines as part of our customer due diligence procedures on prospective clients in line with the 5th AML Directive 2020.
- Trained and well-versed in operating Diligent Entities software, SAGE, CRM, Microsoft Excel and Powerpoint.

### **Clyde and Co**

Insight

**London, UK** (virtual due to COVID)

Nov 2020 - Nov 2020

- Selected to participate in an insight day for Clyde and Co, a leading, sector-focused global law firm.
- Gained valuable knowledge of the firm's operations and took part in a Partner firm overview, L&D workshop and trainee panel.

### **Milano Restaurants Ltd**

Receptionist

**Dublin, Ireland**

Aug 2019 - Aug 2021

- Used frequent communication techniques, maintaining excellent customer service.
- Worked with an energetic attitude and a commitment to teamwork.
- Maintained health and safety procedures.

### **Arnott's Department Store**

Sales Assistant

**Dublin, Ireland**

Jun 2018 - May 2019

- Worked as a sales assistant as part of the Thomas Sabo Jewellery team.
- Welcomed and gave tailored advice to a demanding customer base in the store.
- Used knowledge of the sales lines and customers' preferences to reach individual and store sales targets.

## Education

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### **Dublin City University**

BCL: Civil Law in Law and Society

**Dublin, Ireland**

May 2023

- Active Member, DCU FLAC Society, DCU Style Society, DCU Law Society.
- Year 2/4 results: Contract law & Advanced Contract Law: **64.5** Company Law 1&2 : **64**, Moot Court: **61**, International Human Rights Law: **60**, Healthcare Law and Society: **64** EU Law & Advanced EU Law: **54**

### **Santa Sabina Dominican College**

Irish Leaving Certificate

**Dublin, Ireland**

Jun 2018

- Class vice-captain 2017/18.
- Member of volleyball, sailing and tennis teams.

## Volunteer Experience

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- Worked closely as an active Volunteer in the Saint Vincent de Paul weekly soup run for the homeless of Dublin City.
- Volunteer for Down Syndrome Dublin helping members with their day to day work.

## Interests and Achievements

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- **IT Skills:** Microsoft (Excel, Powerpoint, Office)
- **Tennis:** Active member of Sutton LTC.
- **Sailing:** ISA Levels 1,2,3, Kites and Wires and Go Racing 1.
- **Hockey:** Member Ladies Team Suttonians HC.
- **Language:** Italian - level of proficiency: conversational. Irish - level of proficiency: conversational.
- **First Aid Certified.**
- **Bronze Gaisce Award.**
- **Full Drivers License.**

References available upon request.