**PERSONAL DETAILS**

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**PROFILE**

Diligent, ambitious and adaptable law graduate, with some general practice experience who has passed the Law Society Final Examination – Part One (FE-1s) seeking a solicitor training contract.

**PROFESSIONAL EXPEREINCE**

**Legal Intern** **at** **Carmody Moran Solicitors**, **Dublin** **Jul 2019**

* Prepared for upcoming cases collaboratively with partners, solicitors and fellow interns.
* Gained experience in practice areas such as conveyancing, probate, personal injury, litigation and family law matters.
* Assisted in the drafting of memorandums and letters for partners.
* Engaged in administrative assistance; printed, scanned, compiled files to brief counsel and clients.
* Arranged post, scheduled meetings and liaised with clients.
* Corresponded by email and phone at reception.

**Legal Intern at Nathaniel Lacy and Partners,** **Kells, Co. Meath Jan 2019**

* Principal responsibility was to support the firm to prepare for upcoming cases.
* Gained valuable experience in probate, land law, family law, separation agreements, medical negligence, defamation and litigation.
* Analysed several cases and prepared appropriate case reports for solicitors.
* Conducted case and precedent research.
* Observed client consultations as an assistant to a qualified solicitor and took notes.
* Provided administrative support; complied files, managed both incoming and outgoing post.

**Extra at Movie Extras, Ardmore Studios, Bray, Co. Wicklow 2012 - 2019**

* Acted, took instructions from the director, performed, and communicated with fellow actors and crew in respect of several T.V. series and films.

**Shop Assistant at Calendar Club, Navan, Co. Meath 2011-2013**

* Served customers, managed stock, worked at the till, stacked shelves, completed accounts, set up and closed the shop. This experience enhanced organisational skills, and commercial awareness.

**VOLUNTARY WORK EXPERIENCE**

**Office Manager at Core Ireland,** **Navan, Co. Meath Sep 2020 - present**

* Core Ireland is a volunteer-led initiative which connects and provides services for the community, charities and worthwhile causes.
* Leads administrative team with co-leader. Duties include re-organising the management structure, proposing and implementing new protocols to improve the output of the administrative team.
* Commits two to three days per week in the office and remotely.
* Assigns tasks to administrative assistants in the office and remotely.
* Engages in general administrative tasks such as corresponding by email, data processing, helping staff and organising projects.

**Linklater's virtual work experience programme (Forage) May 2020**

* Completed tasks regarding business development, project management, firm teamwork, AI in the law, legal research, business management and communication with clients.
* Carried out client pitching, briefed the team on a transaction, drafted a dispute resolution clause, advised a client and wrote up a fee progress report.

**Pinsent Masons Virtual Work Experience Programme (Forage) May 2020**

* Fulfilled tasks which concerned a foreign company carrying out business in the UK, the incorporation of a company and arbitration procedures.
* Prepared a memo which listed the advantages and disadvantages of registering as an overseas company and advised on how to incorporate a company in the UK.
* Extracted relevant information from legislation for advice.
* Recorded a voice note to advise on the effect of a time bar.
* Conducted research regarding the possibility of challenging the nomination of an arbitrator.

**Hotpress Magazine** **Student Representative at Maynooth University Dec 2018–Jun 2019**

* Promoted Hotpress to students using social media posts, posters, articles and market research

**Maynooth University Access Programme Ambassador Sep 2017**

* Participated in the orientation programme entitled *Launchpad* for the Higher Education Access Route (HEAR) and Disability Access Route to Education (DARE) students, which provides academic opportunities for socio-economically disadvantaged students or those with disabilities.
* Supported, supervised and advised students.

**Workshop helper at Muiriosa Southhill Enterprise,** **Athboy, Co. Meath Apr 2015**

* Prepared food, supported clients, delivered products to shops and customers.

**EDUCATION**

**Law Society of Ireland**

Passed 8 FE-1 exams (in first sitting for each subject/three sittings) 2020

**City Colleges**

FE-1 Preparatory Course 2019

**Maynooth University:**

Joint Honours in Law and Arts (English literature), **BCL** grade2.1 2019

**SKILLS**

* Proficient in the use of Microsoft Office and Google Suite with a typing speed of 68 WPM.
* Can speak and write in basic Spanish and Irish.

**INTERESTS**

* Writing, reading, playing the guitar, singing, releasing music and participating in Pilates.

**ACHIEVEMENTS**

* Recipient of the Law Society Access Scholarship 2019 which contributes towards course fees.
* Achieved a Maynooth University student experience (MUSE) award that recognized 50 hours of non-curricular, non-credited activities I participated in throughout my three years at University.

**REFEREES**

References available on request.