**Anita Wong Meagher**

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**PROFILE**

Ambitious and adaptable Trainee Tax Advisor with McCann FitzGerald with varied professional experience in search of a Legal Traineeship.

**EDUCATION**

2021-present **CTA, Tax Institute of Ireland** (completed Part 1 exams in April 2022)

2019-2020 **FE1 Examination (completed)**,Law Society of Ireland.

2016-2019 **BCL** **Law and Arts (English literature)**, Maynooth University. Final Grade: 2.1.

**PROFESSIONAL EXPERIENCE**

**August 2021-present McCann FitzGerald, Riverside One, Sir John Rogerson's Quay, Dublin Docklands, Dublin 2**

* Currently working with the Tax Compliance Team within the Corporate Department.
* Prepares Stamp Duty returns, VAT returns, Corporation Tax returns and tax registrations for large companies, start-ups and SME’s.
* Engages in client correspondence, attends client meetings and assists in advisory services.
* Conducts legal and tax research, drafts tax returns, engages in billing and administrative duties.
* Familiar with imanage filing system, aderant time recording and Office 365

**May 2021- July 2021, Paralegal, Active Legal Services, Bray, Co. Wicklow**

* Worked within debt-recovery and litigation department.
* Duties included using Keyhouse case management system, conducted legal research, case precedent research, drafted documents, logged debts, reviewed contracts, engaged in GDPR compliance and completed general administrative tasks such as scanning, filing and photocopying.

**June 2021 Tax Intern, McCann FitzGerald, Riverside One, Sir John Rogerson's Quay, Dublin Docklands, Dublin 2**

* Worked with the tax department for two weeks.
* Completed remote bookmakers applications for betting and gambling clients.
* Researched tax evasion legislation for partner.
* Researched Finance Act Legislation for associate regarding transfer pricing.
* Took part in group work activity (pitching competition and AI project).
* Completed legal research assignment on tax compliance, attended lectures and workshops on legal research, the firm’s practice areas and presenting skills.

**September 2020-August 2020, Office Manager, Core Ireland, Trim Rd, Navan, Co. Meath**

* Leading the administrative team; assigned tasks to volunteers, proposed and implemented new protocols. Created sign-in process and handbook that tracks projects and guides volunteers.
* Co-lead the social media team, appointed posts to volunteers and formulated post schedule which resulted in an increase in donations towards Core Ireland’s foodbank which was depleted and increased to full capacity. Engaged in general administrative tasks.

**July 2019, Legal Intern**, **Carmody Moran Solicitors**, **Blanchardstown, Dublin**

* Worked with the conveyancing, probate, personal injury, litigation and family teams.
* Prepared documents for transactions and cases collaboratively with partners, solicitors and fellow interns.
* Compiled files to brief counsel and clients. Reviewed and drafted memorandums and letters for clients.
* Undertook administrative tasks which included supporting with reception duties such as answering phone calls, scheduling meetings via Outlook, arranging meeting rooms, greeting clients and logging post via Excel.

**January 2019, Legal Intern at Nathaniel Lacy and Partners,** **Kenlis Pl, Kells, Co. Meath**

* Responsible for supporting the firm in preparing for upcoming cases.
* Gained experience in probate, land law, family law, separation agreements, medical negligence, defamation and litigation.
* Examined cases and completed case reports, for example, prepared case report on defamation case on behalf of supermarket client.
* Observed client consultations as an assistant to solicitors regarding varied issues including, wills, divorce and debts.
* Provided administrative support, complied files, logged post, printed documents, scanned documents and liaised with clients.

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

* Acted, took instructions from the director, performed, and communicated with fellow actors and crew in respect of several T.V. series and films.
* Projects include: “Normal People” (HULU TV series, August 2019), “I.T.” (Film 2015), “The Widower” (ITV Series, 2013) and “Ice Cream Girls,” (ITV series, 2012)

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

* Served customers, managed calendar stock, operated the till including serving customers and dealing with refunds and exchanges.
* Stacked shelves, completed accounts, set up and closed the shop.

**VOLUNTARY WORK EXPERIENCE**

**January 2021, Matheson Virtual Internship (Forage)**

* Considered suggested amendments and outlined recommendations for a non-disclosure agreement concerning the acquisition of the client’s company.
* Composed an advice note for an insurance company describing how to appoint a temporary chief financial officer according to the fitness and probity regime under The Central Bank Reform Act 2010 during Covid-19.

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

* Created PowerPoint Slides to pitch to a potential client, set out information on Linklater’s experience with fintech companies and key partners in the relevant practice area.
* Involved in the preparation of the shareholder agreement, provided a summary of dispute resolution options suitable for the client through a voice note.
* Researched the use of artificial intelligence in law.

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

* Created a memo listing the advantages and disadvantages of a company registering as an overseas company or incorporating as a new company in the UK. Explained how to incorporate a company.
* Conducted research on challenging the nomination of an arbitrator due to a potential conflict of interest.
* Drafted witness statement, recounted the relevant events and requested further information.

**December 2018- June 2019, Hot Press Magazine** **Student Representative, Maynooth University**

* Promoted Hot Press to students using social media posts, posters, articles, and market research.
* Wrote an article entitled “The CAO; a careful thought goes a long way” in which I advised students on college life and course choices. (Link to article:<https://www.hotpress.com/culture/cao-bit-careful-thought-goes-long-way-22765337>)

**September 2017, Access Programme Ambassador, Maynooth University**

* Supported, supervised, and advised students 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.

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

* Made food, supported staff and delivered products to shops and customers.

**INTERESTS & ACHIEVEMENTS**

* Playing the acoustic and electric guitar, singing, releasing singer-songwriter music.
* Participating in Pilates classes, Yoga classes, HIIT, Strength Training and Cardio.
* 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 time at Maynooth University.

**REFEREES**

References available on request.