**CATHERINE M. MAGUIRE.**

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# BAR ADMISSION

# NEW YORK BAR

Admitted June 2017.

# EDUCATION

**QUEENS UNIVERSITY BELFAST**

2:1, LLB Law, graduated July 2013

# LEGAL EXPERIENCE

**MISHCON DE REYA LLP,** London July 2015 - Present

*Litigation Paralegal*

My current role as litigation paralegal within the civil fraud and insolvency team at Mishcon de Reya LLP has pushed me out of my comfort zone and provided me with valuable skills that will help me to succeed in a career in the legal industry in the long term. I work closely with Partners and Managing Associates on a daily basis and my experience includes:

* Involvement in the day to day running of civil fraud and insolvency cases in UK High Court and London Court of International Arbitration cases from pre-action through until trial;
* Responsible for drafting, filing and serving Court applications, forms and statements of case;
* Responsible for drafting letters of engagement, and other correspondence to clients, opposition and the Court;
* Witness proofing in advance of completing first draft witness statements;
* Creating, maintaining and monitoring disclosure indexes, dealing with specific disclosure requests;
* Preparing and organising trial bundles and exhibits, coordination of trial set up, logistics and other court clerk duties;
* Tracking and recording billable hours for each case, liaising with in-house costs solicitors regarding the preparation of statements of cost, cost budgets and applications for costs on an indemnity basis;
* Exposure to the AML regulations and handling client KYC, liaising with the relevant internal teams to ensure compliance with the AML regulations in respect of each matter;
* Attending clients meetings and/or conference calls, and at times taking lead of meetings / and or calls under partner / associate supervision;
* Detailed analysis and evaluation of evidence and data, responsible for reviewing, summarising presenting my findings to senior members of the team;
* Strategising with members of my team, finding legal practical and commercial solutions to issues; and
* Researching, drafting and publishing internal and client facing legislation and case law bulletins on a quarterly basis, working as part of the team on departmental BD initiatives.

**MTA SOLICITORS LLP**, London May 2014 – July 2015

*Litigation Paralegal*

My first legal role was a Litigation Paralegal in the Debt Recovery Department of MTA Solicitors, my responsibilities included:

* Managing a case portfolio of up to 150 pre-litigated and litigated cases with a view to meeting strict monthly billing and financial targets;
* Forming the initial strategy for each case and providing first line support for any client queries, managing client relationships;
* Drafting legal documents including correspondence and statements of case;
* Managing case time tables;
* Researching legal issues and case law proficiently using forums such as Lexis Nexis and WestLaw;
* Preparing instructions to Counsel, assisting counsel with all aspects of litigation management including factual investigation, document preparation, trial preparation and support;
* Enforcing court judgments and costs orders awarded at trial; and
* Responsible for meeting strict individual and team financial targets each month.

# SKILLS

* Analytical and agile thinker;
* Excellent initiative, the ability to think on my feet and provide alternative, robust solutions in difficult situations;
* Ability to self-identify priorities, deliver to deadline and handle challenging demands;
* Ability to evaluate vast amounts of data and/or information, identify the key issues and relay the information succinctly;
* Ability to remain calm and focussed in high pressured situations;
* Attention to detail, highly efficient with the ability to consistently deliver work to a high standard;
* Excellent people skills.

# COMMERCIAL EXPERIENCE

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# THE ERRIGAL RESTAURANT, Co Donegal July 2012- February 2014

*Kitchen Manager*

# In this role, I worked around 35 hours per week in order to fund my studies, my duties included:

# Planning and working to budgets, maximising profits by achieving sales targets and administering payrolls;

# Recruiting new staff, training and developing existing staff, motivating and encouraging staff to achieve targets, coordinating staff scheduling and rotas; and

# Dealing with the day to day running of the kitchen, managing the counter and resolving customer complaints.

# I learned the following skills which I later applied in my legal roles:

# Building rapport with suppliers and clients, ability to relate and interact with others in such a way as to engender confidence and clearly explain situations in a succinct manner;

# Experience of managing people, administering and supervising tasks, proactively ensuring the job gets done;

# Ability to improvise in unforeseen circumstances, adequately adapt to change and exercise good judgement under pressure; and

# Negotiation skills from dealing with various suppliers in order to secure the best quality goods at a competitive price.

# MEMBERSHIPS

American Bar Association

# INTERESTS

Fitness, photography, travel, reading, live music, charity work.

# LANGUAGE SKILLS

Fluent in Irish, basic German.