

Clare McCourt

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Profile

While pursuing a Masters in Law from Maynooth University, I have developed extensive theoretical knowledge in various areas of law. Further to this, I was employed at a number of mid-size law firms which further extended my practical knowledge with experience in the field. Together, I believe my educational background along with my previous work experience, presents me as a suitable candidate for a position at your firm. My resume highlights my academic and professional skills. I appreciate your time and consideration to review my resume.

Experience

LEGAL SECRETARY | GLEESON MCGRATH BALDWIN | APRIL 2018 – PRESENT

- Processing incoming post and scanning to the relevant matter
- Audio and copy typing for the solicitors within the Firm
- Day to day filing to various matters
- Invoicing and preparation of accounts for completed work
- Maintaining a comprehensive list for storage of deeds and wills
- Organizing meeting rooms for settlement talks and client meetings

LEGAL EXECUTIVE | IRISH LIFE | DECEMBER 2017 – APRIL 2018

- Preparing pleadings and briefs for Counsel
- Management of Motions including preparing, issuing and briefing Counsel
- Letter typing and amendment of commercial and litigation related documents
- Organizing and maintaining client files
- Managing filing and deeds storage
- Managing daily post for the team

LEGAL SECRETARY | WALKERS GLOBAL | SEPTEMBER 2017 – NOVEMBER 2017

- Liaising with Counsel, Lawyers and third parties to schedule meetings and ensure all documents are prepared in advance
- Opening and closing client files
- Answering phones and taking messages
- Booking meeting rooms and scheduling appointments
- Organizing petty cash from accounts for swearing
- Preparing all trial and hearing booklets for Counsel and Lawyers

LEGAL ASSISTANT | BRETHERTONS LLP | JUNE 2017 – SEPTEMBER 2017

- Liaising with Counsel for Motion preparations and scheduling
- Opening and closing client files
- Diary Management
- Preparing trial bundles

- Completing engagement packs and billing guides
- Booking meeting rooms and scheduling appointments
- Processing TRs to demonstrate monies in and out of the client account
- Organizing webinars and other training days

TREASURY ANALYST | PADDY POWER BETFAIR PLC | JULY 2016 – APRIL 2017

- Preparing month end accounts
- Manually uploading bank statements to Oracle
- Reconciling all debit card transactions
- Preparing accruals and prepayments
- Managing student interns and delegating tasks
- Training student interns on various daily and weekly tasks

LEGAL ASSISTANT | AIDAN T. STAPLETON & CO. | JANUARY 2015 – SEPTEMBER 2015

- Managing general administration of the team including printing, stationary orders and requisitioning searches
- Arranging swearing of documents
- Performing legal research using Westlaw and Lexis
- Arranging meetings with clients and diary management
- Lodging and filing court documents into the Central Office
- Assisting various Solicitors to court proceedings
- Liaising with clients throughout proceedings
- Completing online forms for visa applications

FINANCIAL ASSISTANT | DEPFA BANK PLC | SEPTEMBER 2013 – OCTOBER 2014

- Answering all accounts payable queries
- Drafting and issuing remittances
- Processing payments via SAP
- Resolving vendor queries
- Processing personal expenses
- Filing all relevant documentation
- Maintaining petty cash

Education

FINAL EXAMINATION – FIRST PART | 2018 | LAW SOCIETY OF IRELAND

- Criminal Law – 64% (March 2018)
- Constitutional Law – 50% (March 2018)
- The Law of the European Union – 50% (March 2018)
- Company Law - (October 2018)
- Equity - (October 2018)
- The Law of Property - (October 2018)
- The Law of Contract - (October 2018)
- The Law of Torts - (October 2018)

MASTER OF LEGAL SCIENCE | MAY 2017 | MAYNOOTH UNIVERSITY

- Coursework: Constitutional Law, Equity and Trusts, Jurisprudence, Land Law, Evidence, Criminal Law, Legal Systems, Tort Law, Family Law, Legal Research and Writing
- Leadership and Academic Activities: Member of the Law Society (2015-2017); attended FLAC (free legal advice center) training; participated in moot court trials (2015-2017)
- Thesis: The Evolution of the Exclusionary Rule and Admissibility of Evidence
- Second Class Honours - Grade 1 (2:1)

BACHELOR IN BUSINESS ADMINISTRATION | MAY 2015 | MAYNOOTH UNIVERSITY

- Coursework: Business Management, People and Organizations, Professional Writing, Marketing, Economics, International Business, Innovations and Business Law
- Leadership and Academic Activities: Member of the Business Society (2011-2015); completed ECDL (European computer driving license); created a parking app as part of a team for an Innovations Competition
- Dissertation: The Economic Crash and Depfa Bank PLC
- Second Class Honours - Grade 1 (2:1)

Skills & Abilities

- Microsoft Word
- PowerPoint
- Excel
- Outlook
- OPSIS
- MFiles
- Filesite
- Key House
- Peppermint
- Fatham
- CoCredo
- Land Registry
- Companies House
- Credit Safe
- Westlaw
- Lexis
- Oracle
- SAP
- Corona
- EPOS
- Clientline