



Emma Maguire

CONTACT

Phone:

+ 61 426673932 (Australia)

Email:

emmamaguire97@outlook.com

EDUCATION

- Nov 2020-Oct 2021, **FE-1 Examination**, Law Society of Ireland.
- 2016-2020, **Bachelor of Laws**, Maynooth University, Second Class Honours Grade 1 (68.2%).
- 2010-2016, **Leaving Certificate**, Scoil Dara, Kilcock, Co. Kildare (500 points- 90th percentile).

PROFESSIONAL EXPERIENCE

Jan 2023 – present, Legal Secretary, Sparke Helmore Lawyers

- Providing high level support to one Partner and one Special Counsel.
- Organising meetings, travel arrangements and diary management.
- Drafting, proofreading, and filing legal documents with various Courts/Tribunals across Australia.
- Preparing end of month bills and financial reports for clients.
- Analysing and summarising documents and medical records.
- Performing legal and background research when requested.

Oct 2021- Nov 2022, Legal Intern/Secretary, Moloney & Co. Solicitors

- Prepared and lodged legal documents to have issued by the Court.
- Prepared briefs for Counsel and expert witnesses.
- Transcribed digital dictation to a very high standard of accuracy.
- Dealt with incoming queries from clients, Counsel and other Solicitors.
- Attended on Counsel for Court sittings and prepared Court booklets.
- Carried out file reviews and actioned outstanding steps accordingly.

Feb-Sep 2021, Legal Intern, Powderly & Co. Solicitors

- Drafted various letters to clients, institutions, and other bodies.
- Emailed and phoned relevant parties regarding queries.
- Provided administrative work including incoming and outgoing post, scanning, allocating and filing.

Jan 2017-Jan 2021, Pharmacy Assistant, Harbour Pharmacy

- Received instructions from the pharmacist and advised customers with the necessary information in relation to their medication.
- Entrusted with handling large sums of money and ensured it was lodged and recorded correctly.
- Monitored phones and emails efficiently and communicated relevant information to the pharmacist.
- Maintained exceptional levels of customer service.

Jan-Sept 2014, Work Experience, Timmins & Company Accountants

- Assisted with filing, data entry, and recording accurate financial records.
- Heeded instructions from accountants in order to meticulously prepare client accounts using MS Excel.
- Contacted clients regarding outstanding invoices.

VOLUNTARY WORK

Oct- 2018- September 2022, Volunteer, Kilcock L.G.F.A

- Assisted in managing an underage girls football team.
- Focused on maintaining a safe and enjoyable environment for all members of the team.

June 2021- June 2021, Estate Volunteer, Barretstown

- Prepared residential cottages for incoming families.
- Painted and revamped outdoor activity areas to ensure the Estate was camp ready for reopening.

Sept 2017- March 2019, Volunteer, Maynooth University G.A.A Club

- Represented the club at University Clubs and Society Days enabling the recruiting of new members.
- Attended annual competition blitz for first years as a mentor and representative of Maynooth University LFGA.

ACHIEVEMENTS

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- **2016-** received an award from Scoil Dara for being one of nine students that year to obtain 500 points in the Leaving Certificate.
 - **2016-** received Maynooth University academic excellence merit award for examination results in the area of business/finance.
 - **2016-** Awarded Kilcock L.G.F.A Young Player of the Year and went on to represent Kildare at under 21 level.
 - **2016-2020-** Represented Maynooth University in the O'Connor Cup and Giles Cup tournaments during my four years at university.
 - **2016-2017-** Assisted in the organising and running of fundraising events such as a "*Mock-Wedding*" and "*Lip-Sync Battle*" in aid of my local GAA in which over €25,000 was raised.
 - Regularly coordinated fundraisers for Kilcock L.G.F.A where we carried out clothes collections, children's discos, and various other ventures to support the club's expenses for the incoming year.
 - **2019-** Awarded Kilcock L.G.F.A Player of the Year.
 - Former captain of the Kilcock L.G.F.A senior team.
 - **2023-** Awarded Clan Na Gael (Sydney) Player of the Year.