**Emma Cox**

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**CAREER OBJECTIVE**

I am a hardworking and dedicated final year Corporate Law student and FE-1 Candidate with a desire to learn. I have shown myself to be self-motivated, organised, and capable of working under pressure. I am an ambitious individual with a drive to see things through to completion. I revel in both working on my own initiative or in a team. In short, I am reliable, trustworthy and eager to learn.

**EDUCATION**

**October 2021**  **Law Society of Ireland**

**FE-1 Examinations**

Equity (TBC), Property (TBC)

**2018-Present Bachelor of Corporate Law (Hons), NUI Galway, Galway**

**2nd Year Modules:**

Principles of Microeconomics (69%), Principles of Macroeconomics (68%), Commercial Law (74%), Company Law I (65%), Company Law II (67%), Essay (72%), European Union Law I (67%), European Union Law II (67%), Entrepreneurial Venture Development (68%), Management (80%), Business Finance I (72%), Marketing Principles (80%).

**Overall Result:** 1.1

Essay: Examinership provides a ‘time out’ period for companies in financial difficulty.

**1st Year Modules:**

Introduction to Financial Accounting (82%), Legal Methods & Research (64%), Irish Legal System (46%), Constitutional Law (56%), Contract (60%), Tort (60%), Business Information Systems (64%), Introduction to Management Accounting (71%), Information Management for Business (58%).

**Overall Result:** 2.1

**2012-2018**  **Leaving Certificate, Cólaiste Chroí Mhuire, Spidéal, Galway (485 points)**

English (H4), Irish (H1), French (O3), Maths (O2), Accounting (H2), Business (H2), Art (H3), LCVP (Distinction).

**WORK EXPERIENCE**

**AMOSS Solicitors, Warrington House, Mount Street Crescent, Dublin 2, Ireland**

**Legal Intern January 2021 – May 2021**

* Drafting and sending letters to both clients and other firms.
* Proof reading and cross-referencing legal documents.
* Creating hard and soft copy files, Transaction Booklets and Company Registers.
* Scheduling and organising documents for execution and safe keeping.
* Filing Companies Registration Office Forms.
* Creating lodgement receipts in respect of funds received in and released funds through an electronic transfer.
* Drafting smaller legal documents.

**The Galleon Restaurant, Salthill, Galway, Ireland**

**Supervisor August 2019 – Present**

* Providing a high level of customer service daily to customers by taking and delivering orders in a professional manner.
* Providing training to new staff members.
* Incorporating effective communication skills to address customer questions regarding the menu or any other queries.
* Building relationships with regular customers by learning and remembering their preferences.
* Opening and closing the restaurant by ensuring all security measures were adhered to.

**IceCube & Tecsupport, Innovation House, Ballybrit Business Park, Ballybrit, Co. Galway, Ireland**

**Sales and Marketing Assistant July 2018-September 2018**

* Dealing with day-to-day requests relating to Sales and Marketing.
* Providing administrative support to the Sales and Marketing function and participating and contributing to Sales and Marketing projects as required.
* Analysing the company’s data to ensure that it is up to date and that all information required is present, secure and easily accessible when needed.
* Facilitated with the IceCube & Tecsupport marketing process e.g. controlling social media accounts, creating presentations for future conferences and creating information brochures for future clients.

**SKILLS PROFILE**

**Language Skills** Fluent in Irish and currently undertaking a Diploma in Irish in NUI Galway alongside my law degree.

**Teamwork & Communication Skills** I have developed and improved exceptional teamwork skills through group projects and assignments in college and as a waitress by working effectively in a group to achieve goals, sharing credit with others and by expressing appreciation. I have a great ability to develop and sustain a good rapport with individuals through continuous interaction and genuine interest.

**IT Skills** I carry experience with several Microsoft Office applications (Word, Excel, and PowerPoint) and an excellent ability to research various subject matters quickly and effectively through searches and then cross-referencing results to find the best option. I have completed the ECDL course, GDPR training and Cyber Security training.

**INTERESTS/HOBBIES**

**Sports** I am active in sports including Camogie and Golf; I am a trainer in my local GAA club.

**Solving Puzzles** I enjoy solving puzzles because it enables me to improve my analytical skills and to overcome challenges by strategically thinking of a solution.

**Podcasts** I appreciate listening to podcasts and audiobooks to gain a knowledge and understanding of different topics and modern events.

**REFERENCES**

Geraldine Lyons, Siobhán Calpin,

Owner, Sales and Marketing Manager,

The Galleon Restaurant, Intuity Technologies,

Salthill, Galway. Ballybrit, Galway.

086 303 0775 091 429000

Further References available on request.