**Emma Cox**

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**CAREER OBJECTIVE**

I am a hardworking and dedicated Corporate Law graduate 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**

**FE-1 Examinations** **Law Society of Ireland**

**October 2021**

The Law of Equity (55%), The Law of Property (60%)

**2018-2022** **Bachelor of Corporate Law (Hons), NUI Galway, Galway (1:1)**

**4th Year Modules:**

Land Law I (74%), Equity I (68%), Criminal Law I (65%), Guided Research Essay (66%), Family Law I (68%), Evidence I (72%), Land Law II (68%), Equity II (73%), Criminal Law II (77%),

Evidence II (73%), Employment Relations (72%), Banking Law (71%).

**Overall Result:** 70.58

**3rd Year Modules:**

Management Accounting (66%), Applied Microeconomics for Business (57%), Comparative Competition Law (66%), Administrative Law I (66%), Industrial and Intellectual Property Law

(68%), Labour Law I (67%), Professional Work Placement (Pass).

**Overall Result:** Pass

**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 (70%), Business Finance I (72%), Marketing Principles (80%).

**Overall Result:** 70.00

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 Law (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**

**ByrneWallace LLP, 88 Harcourt Street, Dublin 2**

**Paralegal (Corporate) August 2022 – Present**

* Legal Research.
* Maintaining Company Registers.
* Attending client meetings and taking notes.
* Proof-reading and cross-referencing legal documents.

**Philip Lee LLP, Connaught House, Burlington Road, Dublin 4**

**Legal Intern (Insolvency and Restructuring) May 2022 – August 2022**

* Drafting Advice Notes to clients.
* Conducting research for client queries and for the firm's website.
* Proof reading and cross-referencing legal documents.
* Keeping and circulating monthly corporate updates.
* Drafting smaller legal documents.

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

**Legal Intern (Corporate) 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 – May 2022**

* 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.

**The Connemara Coast Hotel, Furbo, Galway, Ireland**

**Food and Beverage Assistant April 2016 – August 2019**

* Prepare tables by setting up linens and silverware.
* Greet and escort customers to their tables.
* Present the menu and provide detailed information when asked.
* Deliver checks and collect bill payments.
* Follow all relevant health department regulations.
* Provide excellent customer service to guests.

**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 -** Further References available on request

Geraldine Lyons, Caterina Gardiner,

Owner, Lecturer,

The Galleon Restaurant, National University of Ireland, Galway,

Salthill, Galway. Galway.

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