**Emma Mahon**

**Curriculum Vitae**

**“A motivated, friendly and focused final year law student with a natural ability to think strategically and to work within a team to deliver excellence.”**

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Stoneybatter

Dublin 8

**Career**

**Summer Student, ESB Networks Legal Department**

* Worked within the litigation team to help prepare briefs, discovery documents and summary documents.
* Surveyed and streamlined file contents.
* Offered extensive administrative support to solicitors across the legal department.
* Identified challenges if they arose and suggested flexible solutions to team members.
* Assisted solicitors in court, helping to file documents in the appropriate offices.
* Organised large tracts of data in Excel, co-ordinated an approach with other ESB sectors.
* Responsible for the extensive organisation, replication and inspection of documents to be used in court.

**Economics Intern, UCD Geary Institute**

* Worked within a health research team; assisting with administrative tasks, transcription and filing as requested.
* Responsible for accurate data entry and review, implementing procedures for secure and sensitive data.
* Transferred paper data into the appropriate database, prioritised my allocated tasks and efficiently worked to deadlines.
* Researched and retrieved requested data and reported progress at team meetings.
* Responsible for reviewing and checking data that was synthesised by other team members into published reports of the team progress.

**Intern, Irish Mortgage Holders Organisation**

* Sorted incoming post and sent outgoing post.
* Compiled lists of clients to receive legal information packs and ensured that the appropriate forms were sent in each case.
* Replied to email queries and directed enquiries to financial advisors
* Reviewed and updated open files
* Ensured cases were allocated and reviewed by a financial advisor in a timely manner
* Compiled legal information packs, and worked to deadlines to ensure that a sufficient number of packs contained the appropriate forms.
* Adapted new policies to existing structures and improvised if problems arose.

**Intern, Martin & Gately Solicitors**

* Clarified and catalogued handwritten case notes
* Ordered and simplified filing systems
* Welcomed clients and informed them of requirements and waiting times.
* Performed work related errands as requested such as going to the post office and bank
* Worked on my own initiative to complete assigned tasks.
* Worked on administrative tasks including postage and banking.
* Sorted and distributed incoming post

**Other past positions include:** Cosmetic Sales Representative, Barista.

**Education**

* 2012-2016 UCD Law with Economics
* 2010-2012 Physiotherapy, RCSI
* 2011 St Aloysius College, Athlone (515 points)

**Skills**

**Personal Organisational Technology**

* Strategy Co-operation Office
* Creativity Communication Outlook
* Pattern awareness Leadership Data entry
* Flexibility Time management Email
* Curiosity Prioritisation
* Initiative Multi-tasking
* Participation Problem solving
* Active listening skills Attention to detail

**Subjects of interest**

* Legal theory and philosophy
* Baking
* Current affairs and foreign policy
* Social justice

References on request