

Emma Marry, BCL

■ Ballinlough, Knockbridge, Dundalk, Co. Louth ■ emma.marry@ucdconnect.ie ■ (087) 6612322

■ www.linkedin.com/in/emmamarry

EDUCATION

Leaving Certificate –St. Vincent’s Secondary School, Seatown Place, Dundalk	2007-2013
Leaving Certificate 2013, achieved 525 points.	
University College Dublin –Sutherland School of Law	2013-2017
Bachelor of Common Law – 2H1 Second Class Honours Degree	
The Final Examination – First Part (FE-I) Examination	2018
Obtained passes in 4 / 8 subjects – Company, Constitutional, Property & Criminal, Sitting remaining 4 in the next sitting in October 2018.	

EMPLOYMENT HISTORY

Paralegal **McDowell Purcell** **October 2017 – September 2018**

Worked as a paralegal / legal secretary in the Corporate Commercial Department, dealing with Corporate & Banking matters alongside Renewable Energy matters. Tasks & responsibilities included:

- Assisting in drafting a full range of security documents e.g. debentures, share charges (and ancillaries) mortgage/ charges over property, subordination agreements, deeds of confirmation etc. Also borrower approval documentation such as board minutes and shareholder resolutions;
- Preparing many CRO filings in connection with a wide array of matters;
- Drafting the initial and final security report in respect of completed facilities for banking matters;
- Liaising with banks, other party’s solicitors and our clients in order to request information, provide updates, arrange meetings & conference calls, signing of documents etc. ;
- Review of Borrower/Guarantor Constitutions to determine capacity to enter into agreements, requirement for board resolutions, borrowing capacity, etc. ;
- Preparing completion bibles and maintaining the library of precedents;
- Conducting research for any of the solicitors at their request on precedents, legislation, etc. ;
- A wide array of administrative duties: company secretarial drafting, billing and invoicing process, managing debt collection for our commercial unit, assisting my partner in whatever way possible, diary management and general secretarial duties, closing files & ensuring filing system is in order. Recently created new & effective system for filing of completion bibles in our department.

Intern in the Legal Dept. **New Ireland Assurance, Dawson St.** **June 2017 – August 2017**

Worked alongside legal department but in particular, with one solicitor, Shane Carragher. Responsibilities included:

- Initial overview of any new FSO complaints, diagnosing the main facts of each, researching and exploring any relevant archived material, reaching an opinion liability & ensuring there was always documentation to support this;
- Accountable for drafting and delivering many court submissions and documents;
- Frequent liaising with colleagues amongst different departments to deal with the complaints varying in nature;
- To attend legal hearings, trials, FSO mediations, telephone interviews, staff workshops and team meetings.
- My time in NIA was very helpful in continuing my growth into the legal world. It advanced many of my skills, adapting and preparing me for life in a legal firm. I enhanced my teamwork skills through working closely to achieve group targets, deliver presentations/reports, and to create innovative ideas & solutions. My organisational & communication skills were significantly aided by reaching deadlines, keeping up to date with my workload & interacting with staff & clients.

Sales & Delicatessen Assistant **Daybreak, Knockbridge Dundalk** **June 2013-July 2016**

- Attending to customers on the shop floor, delicatessen counter & checkout. Responsible for opening and closing the store & for security within the store, approaching shoplifters and detecting fraudulent credit cards etc.;
- Marketed the store, designed promotional posters & implemented strategies to encourage upselling;
- Initiated merchandising of shop floor and ordering of new products;
- Resolved complaints in a calm manner & effectively resolved organizational problems to ensure efficiency;
- Responsible for cash management- balancing the till, preparing floats as well as maintaining petty cash records;
- Maintained records of purchase orders and invoice

Intern for a Hiring Agency **Hire Society (Madison Avenue, New York)** **July 2016**

- Intern for Hire Society sourcing candidates to suit a variety of different jobs, mainly personal assistants, housekeepers, chauffeurs, etc. for high-network clients including Tom Forde, Calvin Klein, DKNY as well as for the private homes of a vast array of New York's most elite. A wide array of daily tasks & responsibilities including:
- Liaising with colleagues in-office & other branches (The Hamptons & Palm Beach) thus upskilling in communication;
- One-on-one interviews with candidates, both in-office and skype to assess their suitability for any positions available;
- Use of strong technical, articulate, and analytical writing skills to document all work and to communicate with both clients and candidates keeping them informed at all stages.

Legal Intern

Brodigan & Gardiner LLP (Boston, MA)

June 2016

- Legal intern, in the centre of the business district in Boston in a firm which specializes in corporate litigation, family law, real estate, personal injury and construction law. Job tasks included:
- Conducting clerical duties such as: data inputting, liaison with clients; general office duties, developing my skills in dealing with business customers, chiefly over the telephone & in working accurately under pressure;
- Re-organising the firm's filing system, significantly enhancing the ability to find the required information both quickly and effortlessly;
- Sat in on both civil & criminal cases alongside some of the best attorneys in Boston. Also got opportunity spend several days in the District Attorney's office, gaining insight into the work of the prosecutor;
- Assisting the attorneys in whatever way asked/ I thought possible; by researching prior legislation, looking for precedents, breaking down the facts of a case at hand, helping to arrange their documents & all of the information and evidence they would need to bring to the courtroom.

Delicatessen Assistant

Townparks Services Ltd., Dundalk

August 2010- May 2016

- Trained delicatessen assistant, with completion of Hazard Analysis Critical Control Point food hygiene course.
- Advising & guiding customers on food choices; developing a knowledge of a wide range of products; displaying products and participating in promotions.
- Providing a high level of customer service to ensure client satisfaction and smooth running of the delicatessen.
- Handling customer queries & dealing with complaints quickly & efficiently as to ensure customer satisfaction.

KEY ACHIEVEMENTS AND INTERESTS

- Actively involved of many student societies & clubs during my time at UCD – e.g. Belfield FM, appearing on the University's radio on several occasions whilst working behind the scenes also.
- Successful completion of ECDL (European Computer Driving Licence) in 2011.
- Successfully chosen for the role of Prefect in my secondary school between September 2012-June 2013, in which I aided other students in resolving both personal and academic issues.
- Gaisce-The president's award, bronze Medal.
- Active member and player of St. Bride's Camoige Club since the age of 6years. Also train the u8 and u10 camoige teams at underage level on a weekly basis and help organize games for them, further showing dedication, leadership skills and ability to work as part of a team with the other coaches to help keep a struggling sport alive through focusing on our youth.
- Class captain of my class during my time at St. Vincent's Secondary School, showing my ability to lead and represent my classmates by using all my resources to solve any problems they might be facing.
- A keen interest in travelling- spending my three previous summers touring Europe (6 weeks), America (3months) & South-East Asia (6 weeks) respectively.
- Languages: a very good level of Irish and a basic level of French.
- An active participant of charity work for many worthy causes - including the Simon Community, Autism Ireland, Breast Cancer Awareness, Make a Wish Foundation & The Irish Heart Foundation.

SKILLS PROFILE

- **Communication:** I have excellent written and oral communication skills. These result from continued delivery of creative presentations, pitches, and reports under the direction of my tutors throughout my University career. I have concentrated on developing and improving my interpersonal skills while working in a customer services environment. I have excellent people skills and have perfected the art of resolution through past experiences and best practice observation. These continue to flourish through my growth at MDP.
- **Leadership:** Developed through the role of team leader on several college projects, numerous sports commitments and in working environments. Improving my ability to creatively problem-solve, to self-direct and prioritise, while simultaneously strengthening my planning and analytical skills.

- **Teamwork:** Enhanced my skills through working closely with teammates in order to achieve group targets, deliver presentations/reports, and to create innovative ideas and solutions. My continued involvement in team sports from a young age has given me a hunger for achieving group goals. Further improving daily by working efficiently with my team at work as well as cross-company interactions across different areas.
- **Organisation:** High level of organization skills, which can clearly be seen by my ability to always complete my work tasks on time. Further seen by my ability to retain good grades, submit all coursework and group projects on time and, also maintain a part-time job throughout my four years in university.

REFERENCES - Available on request