

EMMA MCGUIRE

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PROFESSIONAL EXPERIENCE

Legal Data Analyst | *Property Valuations Team* | *Allied Irish Bank, South Mall, Cork, Ireland* August 2021 – Present

- Associate for the Property Valuations Team working on the portfolio, dubbed Project Sycamore made up of in-default commercial property loans.
- Responsible for the delivery of annual drive-by valuations for immovable property in line with ECB requirements.
- Identifying new to NPE loans with a gross loan exposure of >€300k and Existing NPE in line with Property Valuations Policy.
- Authenticating documents, finalising and issuing credit agreements and letters of sanction to facilitate restructuring of non-performing loans.
- Working with solicitors, chartered accountants and financial advisors.
- Engagement with clients and auctioneers and dealing with valuer queries ensuring compliance with company policy.
- Tracking deadlines and ensuring valuations are returned within allocated SLA periods.
- Data cleanse and extraction from database management tools.

Legal Intern | *Commercial Law* | *Kane Tuohy Solicitors, Dublin, Ireland* June 2019 – August 2019

- Assisted partner in advising on compatibility of commercial agreements with EU and Irish competition law.
- Prepared briefs for court proceedings in the appropriate court, ranging from District Court to the High Court's Commercial Division.
- Drafted legal documentation with respect to tenancy agreements.
- Researched legal databases and court filings to gather relevant information and supporting evidence for legal cases.
- Drafted and reviewed legal documents such as contracts, briefs, and motions.
- Collaborated with other interns and partners on legal research.

Legal Secretary | *Property Law* | *McGuire O'Halloran Solicitors, Cork, Ireland* January 2018 – May 2018

- Attended court hearings, observed courtroom proceedings, and assisted partners during trial preparations.
- Organised and reviewed documents, drafted pleadings, and monitored deadlines.
- Updated paperwork and maintained documents, including discovery reports and correspondence.
- Prepared the schedule of documents to an affidavit of discovery in a significant High Court case.
- Assisted a property partner do work in connection with several closings and went through requisitions on title.
- Drafted and edited Plenary Summons.

EDUCATION

Law Society of Ireland FE-1 Examinations

- Company Law, Contract Law, EU Law, Constitutional Law, Property Law, Law of Torts, Criminal Law, Law of Equity.

Bachelor of Law (Hons), University College Cork, Ireland 2017 – 2021.

1st Class Honours (Grade: **68%**) Ranked 3rd out of 77 students.

- **Coursework:** Financial Services Law and Regulation (**74%**), Company Law, Finance and Insolvency (**71%**), Privacy & Data Protection Law (**71%**), Economic Law of the European Union (**63%**)

Bachelor of Law, University of Copenhagen, Denmark (2H1) Erasmus Exchange Programme 2019.

- **Coursework:** Climate Change & the Law (**2H1**), Introduction to Digital Law (**2H1**)

SKILLS

- Excellent communication, written, verbal & presentation skills. A detail orientated, collaborative & analytic individual who works well independently and collaboratively across different functions and teams.
- High proficiency in Microsoft Office – Word, PowerPoint, Excel. High proficiency in legal databases i.e. Westlaw, Lexis, Justis and HeinOnline.
- English – native. Portuguese – beginner. Knowledge of French & Spanish.

ACHIEVEMENTS

- **Fundraising.** Raised over €14,000 in aid of the Irish Community Rapid Response air ambulance service 2021.
- **Academic Class Representative.** Elected by student body. Acted as a bridge between students and faculty members 2021.
- **Platform Manager Law Conference Sub-Committee.** Responsible for design & operation of online streaming platform 2021.
- **Public Relations Officer Law Conference Sub-Committee.** Developed PR campaign for student law conference 2018.
- **Academic Class Merit.** Awarded by faculty members based on level of academic achievement. 2017.