

Emma McLoughlin

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Qualifications & Education

- **Bachelor of Laws (2.1)** 2014 - 2015
National University of Ireland Galway
- **Bachelor of Arts - Legal Studies & French (2.1)** 2010 - 2014
National University of Ireland Galway
- **Erasmus Exchange Programme** 2012 - 2013
Université Catholique de Louvain, Belgium
- **Leaving Certificate** 2004 - 2010
St. Louis Community School, Kiltimagh, County Mayo

Work Experience

F.G. Phelan & Company, Swinford, County Mayo

Intern

Sept 2015 - Present

- Preparing booklets of pleadings for court applications
- Scheduling title documents and preparing certificates of title
- Drafting letters to clients as well as legal documentation
- Arranging client consultations, conference calls and monitoring post
- Attending court with solicitors

Senate Counsel, Boston

Intern

Summer 2015

- Assisted State attorneys who provided legal advice to members of the Senate
- Carried out extensive research on how other States implement legislation
- Reviewed current legislation and proposed bills to ensure compliance
- Attended committee hearings and drafted detailed minutes
- Assembled a portfolio of research regarding corporation campaign finance
- Observed formal and informal sessions within the Senate Chamber

The Haymarket Group, Chicago

Marketing Assistant

Summer 2014

- Aided with the campaigning and fund-raising of a prominent Chicagoan politician
- Became the main point of contact for marketing and event planning
- Maximised prospective investors by using various means of communication
- Maintained and updated contributions received by the campaign
- Secured the deliverance of letters and packages throughout Chicago

McDowell Purcell, Dublin

Intern

Summer 2012

- Composed letters, drafted legal documentation, prepared booklets of papers
- Attended company meetings and composed detailed memos
- Performed a range of administrative and secretarial duties

The Concord Group, Chicago

Intern

Feb 2008

- Supported an in-house lawyer in a busy quantity surveying practice
- Organised legal documentation of building works, assisted in the measurement of same
- Reviewed sub-contractor's tenders and researched alternative building systems

McCambridges, Shop St, Galway

Waitress

Sept 2014 - May 2015

- Trained new staff members, took part in culinary events involving the restaurant
- Formed part of a team in a demanding work environment
- Influenced menu options and re-launches
- Participated in cookery advisory seminars with fellow staff members

T. Kelderke Restaurant, Grande Place, Brussels

Waitress & Bartender

Summer 2013

- Conversed with customers in French, English and Dutch
- Aided customers in choosing from a Belgian and French-inspired food menu
- Handled monies, monitored stock deliveries and orders, reviewed weekly invoices

Jim Desmond, On-Course Bookmaker, Horse Racing, Ireland

Bookie Assistant

Summers 2010 - 2012

- Maximised sale targets by promoting products to customers
- Secured bets, paid out winnings, calculated balances
- Controlled high percentages of monies, communicated odds to fellow staff members
- Navigated complaints and facilitated customers in the activity by clarifying information

Skills & Achievements

- Selected to represent NUIG in Boston through the Suffolk/NUIG Exchange Programme
- Proficient in both written and spoken French
- Volunteer work in events and outings with Western Care, Mayo
- Organised events and mentored new Erasmus students with Kot Erasmus, Belgium
- An avid runner, oversaw a running team that partook in the Chicago half-marathon
- Granted Suffolk Law School Legal Practice & Process Certificate, Summer 2015
- Awarded a St Louis Community School Certificate for my dedication and loyalty to studies
- Advanced user of Microsoft Office and legal databases including Westlaw IE; LexisNexis

References

Professional

Patricia Smyth
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Academic

Anna-Louise Hinds
Law Lecturer, NUIG
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