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 **Contact**

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|  | Home address: Annadrummond Castleblayney , Castleblayney , County Monaghan A75FN79  |
|  | 0871849232  |
|  | emma.mcmahon32@mail.dcu.ie |

 **Skills & Competencies** * Advanced listening skills
* Strong information technology skills
* Excellent timekeeping
* Enthusiastic communicator
* Willingness to learn and expand knowledge
* Relish in problem solving and solutions
* Enthusiastic and energetic approach to work
* Relationship building
* Excellent teamwork skills
* Interpersonal Communication
* Self-Motivated
* Critical Thinking

 **Languages** **Irish** : Native language**French** : Basic Level   |

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| Emma McMahon Date of Birth: 13/01/2001   **Professional summary**Hard-working and diligent with a 2.1 bachelor’s degree in economics politics and Law. After completing my degree, I went ahead and completed 3 FE1 exams in early March of 2023. I am currently in the process of finishing my FE1s and hope to attend Blackhall in 2025. I am detail oriented and a great team player with a background of hospitality and Microsoft office experience. As an adaptive individual, I am a quick learner and have a passionate commitment to the proficiency complete task. Always represent others with a high integrity and professionalism. Sole objectives involve gaining insight into legal researchers’ role and an esteemed legal firm. **Interests** * I have a firm interest in **politics.** In 2018, I got the pleasure of going to the European Parliament in Strasbourg. This trip was an exciting experience and aided my interest in politics in secondary school. My class and I got the opportunity to enter debates with students from other EU member states and meet political figures such as Antonio Tajani, President of the European Parliament.
* I am passionate about the area of arts, in particular **Performing Arts**. I have a great interest in singing and dancing and have won several choir competitions. I am also a member of various DCU societies, such as the Law Society, the FLAC society, DCU dance, the Baking Society, and Ogra Fianna Fail.

**Hobbies**I have a strong passion for politics I find it intriguing especially the American Political realm· I am also interested in baking; I have taken it upon myself to sell the baked goods I make at weekends.· As a socially oriented person I thrive in meeting new people and friends.· When it comes to actives, I am a member of my local football team, I enjoy exercising such as running as I feel it releases positive energy· I have recently decided to join a political party and get more involved in my community and speak to some local Ogra members. I am excited about any upcoming events and canvas in the future.· Singing, dancing and music are among the other hobbies that I am also passionate about  **Work history & Experience** Sales Assistant 08/2020 - 2022McCaughys Ice Cream - Castleblayney , Monaghan * Used outstanding product knowledge, sales abilities, and customer relations skills to drive substantial profit increases.
* Teamwork
* Coming up with new ideas for the business e.g. new ice cream flavors and designs
* Social media ideas posting on Instagram, and tick-tock.
* Greeting and meeting customers daily, making conversation with the local people.
* Opening and closing responsibilities
* Fostered positive relationships with customers, expanding customer bases and enhancing loyalty and retention.
* Provided service with a smile, offering courteous, helpful advice to best meet customer needs.

Office and Store Worker 06/2016 - 08/2020 Shabra Plastics and Recycling - Castleblayney, Monaghan * In my four years of working there I began packaging, labelling and stock taking with the store workers.
* When I turned 18 I was old enough to help in the office with administration and audits of the company.
* Taking great safety measures ensuring the products were all packaged with care to avoid damages.
* Be aware of all safety rules and regulations in the store when it came to lifting heavy boxes and packages.
* Developed numerous computer skills during my time in Shabra which were extremely beneficial for college such as Microsoft Word, Excel and PowerPoint skills.
* Addressed customer enquiries and concerns, facilitating decision-making, and minimizing hesitation.
* Processed daily stock deliveries, recording inventories, storing items, and replenishing shop floors appropriately.

  **Legal experience** Michael J Staines & Company Solicitors* After finishing my degree in Dublin City University, I was determined to gain legal experience.
* At the time, I had a stark interest in criminal law.
* Fortunately, Michael Staines & Co were in need of a temporary legal secretary to help out with the extra workload due to the reopening of the Courts in September (2022).
* Although my time in Staines was short lived, I gained an immense insight into the legal world of Criminal Law and liaised with Michael Staines founder of the company and Rory Staines.
* My duties included collecting files for cases in the CCJ for the upcoming days.
* Answering the phone calls to clients and potential new clients.
* Organizing meetings for clients with the partners in the company.
* Other duties included administration of legal aid documents and placing important files in the correct cabinet alphabetically.
* One day in particular, I attended the CCJ delivering court files to a barrister and I was lucky enough to sit in on trials with the solicitor Luke Staines.

PHILIP LEE LLP SUMMER INTERNSHIP 2023* I have gained an immense amount of legal experience this summer in Philip Lee LLP in Dublin.
* The internship began in May 2023, and it lasted 10 weeks. Myself, along with 12 other interns were invited to work in the firm throughout the summer months and meet all the partners, associates and trainees.
* I was working with the EU & Competition Law Team, in particular, partner Ronan Dunne and associate Daniel O Hanrahan.
* I completed many tasks like client advise notes, research, making books of evidence and note taking in client calls.
* What I really enjoyed about my time in Philip Lee is the responsibility that was enshrined upon me when writing important letters and doing research for the partner Ronan, which helped him in a number of cases.
* After the 10 weeks were complete. I was delighted to be asked by the partner Ronan Dunne, to continue my position as legal intern for a few more weeks due to my hard work.
* Unfortunately, my time in Philip Lee has come to an end however I will never forget the legal experience I have gained and how much I have learned about being a solicitor and dealing with clients.
* I have realized, that I am willing and able to become a solicitor and that my hard work and dedication pays off and it is very rewarding when helping others.

**education**Secondary level- Our Lady's Secondary School Castleblayney, County Monaghan **Leaving Certificate Results 2019** Business – H1Economics – H2Irish – H3English -H3Maths -O2Home Economics -H2Biology- H3  Third Level Education- Dublin City UniversityBachelor of Arts Economics Politics and Law * In May 2022, I completed my final exams in DCU and successfully graduated with a 2.1 in my degree.
* Throughout my 3 years I studied a combination of Economics along with Law and Politics.
* My passion for law began in first year and continued into my final year where I specialized in mainly law modules.
* Modules included-
* Company Law, Law of Torts, Criminal Law, European Law, Constitutional Law, Property Law, Contract Law
* My course in DCU gave me experience of conducting in-depth legal research and analysis for a career in Law and I hope to continue this enjoyment by gaining experience in legal corporations.
* I have successfully passed 3 FE1s, Criminal, Property and Equity in March 2023 and I plan to sit the following 5 in 2024.

**Documents of results available at request**  **References**Available at request from Philip Lee LLP  |

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