**Curriculum Vitae**

 **Eva Maguire**

I am a diligent, hardworking, and dedicated individual. I am punctual, enjoy learning new skills and I am a good team player. I am an enthusiastic, aspiring legal professional with excellent communication skills. I recently graduated from Technological University Dublin where I studied Business and Law obtaining a 2.1. I am currently working as a Legal Secretary while I complete my FE1 exams. I successfully completed four of the FE1 exams on my first attempt, which I began in October 2023.

Address: 6 Cuala Road, Bray, Wicklow, A98 Y7R7

DOB: 12/07/1999

Mobile: 087 3583411

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**Education**

2004-2012 Gaelscoil Uí Cheadaigh

2012-2018 Coláiste Raithín

Junior Cert 3As, 6Bs, 1C in all higher subjects

Leaving Cert 487 Points: English H4, Irish H3, Mathematics H4, Spanish H3, Biology H2, History H3, Business Studies H3

**Final Year Modules:**

Global Strategic Management, Business Sustainability, Administration Law, European Human Rights Law, Immigration, Refugee and Citizenship Law, The Applied Project Dissertation on The Direct Provision System in Ireland

**2.1 in Business and Law Technological University Dublin**

**Work Experience:**

2018-2020 Vero Moda, Dun Laoghaoire

Sales assistant: This position involved opening the premises, assisting customers, and ensuring that the shop was always clean. Furthermore, this position involved dealing with end of day reports, cashing up and maintaining an organized and visually appealing sales floor, restocking merchandise and ensuring displays were up-to-date. This involved close team work and working with customers.

2020 – 2022 Box Burger Restaurant, Bray

This position involved providing exceptional customer service in a fast-paced environment, ensuring a positive dining experience for all guests. This position involved welcoming and seating guests, taking guests’ orders, communicating them effectively to the kitchen team. Dealing and resolving any issues raised by customers. Furthermore, I worked very closely with my team members in a very busy environment.

2022-Present Maguire McNeice, Solicitors Office, Bray, Legal Secretary

This position involves drafting, formatting, and proofreading legal documents. Organizing and maintaining case files, both physical and electronic, ensuring that all documents are filed correctly and accessible. Coordinating appointments, meetings, and court dates, managing calendars, and ensuring timely reminders. Interacting with clients, answering enquiries, and providing updates on case status. Monitoring the distribution of dictation work. Archiving files, closing files and ensuring files are to up to date. I administer the Legal Aid claims in the office which involves recording and processing claims. I am proficient in IT skills.