

Gemma McCaffrey

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Professional Profile

An ambitious and hardworking professional seeking to progress her career with a trainee solicitor opportunity to utilise her vast and varied skills and experience who is proactive with exemplary attention to detail. A highly organised professional who is adept at prioritising a complex and demanding range of assignments, is versatile and responsive to business needs, and works well under pressure with confidence and professionalism. A flexible and approachable individual who has the ability to grasp new concepts swiftly, is a proven multi-tasker, and is capable of making positive contributions which facilitate on-going success.

Objective

Keen to secure a challenging and rewarding trainee programme which will utilise all existing skills and provide scope for future development

Education and Qualifications

2014	MSc: Management & Corporate Governance, University of Ulster - Will result in Graduate Membership of the Institute of Chartered Secretaries & Administrators (Grad ICSA)
2013	LLB Bachelor of Law, 2:1, Queen's University, Belfast
2009/10	AAB A Level (History, ICT and Government and Politics) Mount Lourdes Grammar School, Enniskillen
2008	8 GCSE Certificates 3 x A*, 4 x A, 2 X B, Mount Lourdes Grammar School, Enniskillen

Career Summary

July 14 – Present Company Secretarial Administrator at MaplesFS

- Responsible for assisting with the administration and management of a portfolio of clients where company secretarial services are provided.
 - Acts as one of the main points of contact for the client companies, their Board of directors, and service providers.
 - Coordinates, schedules and attends Board, Committee and Shareholder meetings, draft agendas for meetings, ensure efficient preparation and distribution of Board packs in both a timely and accurate manner, draft minutes and resolutions, prepare action point lists, coordinate all statutory and regulatory filings, maintain statutory books and records, respond to queries from clients and service providers and act as a channel of communication for clients and Directors on all matters of Company Law and Corporate Governance.
 - Regularly required to work on her own initiative, demonstrate excellent organisation and planning skills, be methodical, showing strong attention to detail, having the ability to deliver on tight timescales and have excellent written and verbal communication skills
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Nov 13 – March 2014 Receptionist at Slieve Russell Hotel, Co. Cavan

- Responsibilities include receiving and distributing messages from telephone/email as appropriate, taking clear messages and passing these promptly to the appropriate member of the team using judgment of urgency.
- Provide reception duties on behalf of the Hotel, which involves checking in and out guests in a responsive and courteous manner.
- Responded to queries promptly and in a friendly manner.

Jun 13 – Sep 13 Waitress at Stephanie's on Newbury Street, Boston

- Working within a busy team environment, maintaining a positive and upbeat outlook and taking accurate orders from customers for both food and drinks in an upmarket and busy environment.
- Preparing drinks and delivering orders to table whilst interacting with customers in a friendly and professional manner.
- Ensuring all health & safety, age restriction and food hygiene regulations were adhered to consistently and holding responsibility for the accurate and diligent handling of cash.
- Maintaining the cleanliness and tidiness of premises as required in addition to handling any arising

complaints in a swift and courteous way.

Jun 13 – Sep 13 Political Professional Fundraiser at IRI Integral Boston

- Engaged in outbound calls to potential benefactors with aim of securing additional funding and denotations to the Democratic Party using negotiation and sales skills whilst working in a competitive and target driven work environment.
- Swiftly developing an in-depth personal knowledge of the American political system and honing a high standard of communication skill particularly in relation to regional accent problems.

May 10 – Dec 12 Waitress at Slieve Russell Hotel, Co. Cavan

Jun 08 – Feb 10 Evening / Weekend Supervisor at Centra Supermarket

- Responsible for providing a high standard of customer service at all times, handling payment transactions responsibly and overseeing the performance of colleagues.
- Maintaining a high level of cleanliness and contributing to additional duties such as merchandising and effective opening / closing of premises.

Feb 09 Work Experience with Fahy Corrigan Solicitors, Enniskillen

- Completing a two week placement shadowing a solicitor and gaining insight into the daily operations of the office including attending court cases.

Extra-Curricular Activities

01/10/15 Professional Certificate in Investment Funds

Institute of Bankers Commenced a course in October 2015 to attain a Professional Certificate in Investment Funds through the Institute of Bankers to further my knowledge and understanding of the Irish Funds Industry.

Jan 13 Queen's London Law Study Tour

- Selected from hundreds of students to participate in the tour which involved travel to London and visiting 13 Law Firms.
- Contributed to workshops such as advocacy, negotiation, team work and alternative dispute resolution whilst engaging in extensive networking and presentations.

2013 Innovateher

- Participated in an initiative run by Queen's University to encourage women in business, contributing to the creation of a fictitious business which was presented to a 'Dragon's Den' of entrepreneurs.
- Awarded a degree plus award, accredited by Queen's University, as a result of my business.

2013 Queen's University Stock Market Challenge

- Tasked with increasing the value of a starting fund within a fictitious financial market by trading in company shares and commodities in a live dealing room.

Nov 12 Shadowing a Chief Justice

- Spent a day shadowing the Chief Justice attending briefings on multiple cases and attending all court proceedings.

2011 – 2013 Law Mentor

- Mentored first year law students aiding their integration on campus and providing advice / guidance.

2012 Law Society Charity Committee

- Assisted in the organisation of fundraising events for the charity of the year; PIPS.

2012 Fresher's Representative

- Part of a group of student volunteers who helped new students settle into life at Queen's University.

Voluntary Experience

2012 – 2013 Community Support Officer at Victim Support NI

- Assisting individuals dealing with the impact of crime on their lives showing a high level of compassion and understanding.

2012 – 2013 Switchboard Operator at NSPCC (Childline)

- Answering incoming calls and determining the assistance required by the caller before transferring the call to the relevant department.

Skills

- **Teamwork** – Through my part time roles and education I have developed strong teamwork skills, I am a reliable team member who gets the job done through team work and direction. I can be counted on to be consistent in my work and to deliver on performance.
- **Communication** – My role in I.R.I Integral as a political fundraiser required me to communicate constructively and develop skills in communicating my message in the best way possible — in a positive, confident, and respectful manner.
- **IT Skills** – Proficient in MS Office incl. Word, Excel, Outlook & PowerPoint. A at A level & A* at GCSE in ICT. Able to quickly master any new IT programs in a competent manner.
- **Leadership** – As supervisor in Centra Supermarket I had to exercise leadership qualities daily; delegating tasks to junior staff, being held accountable to managers, using my own initiative and intuition when faced with issues/situations which were new and being reliable and trustworthy with confidential information.
- **Entrepreneurship** – Through the ‘Innovateher’ initiative where I created a fictitious business, I had to exercise vision, motivation, drive and persistence while setting goals and ensuring they were carried out.
- **Problem solving** – While volunteering with Victim Support my problem solving skills were regularly tested as clients came for independent advice on their situations and for solutions to their personal problems.

REFERENCES ARE AVAILABLE ON REQUEST