

## KEARA MCGINLEY

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## Profile

Currently I am working as a Legal Secretary in a general practice Firm specializing in Personal Injury, Medical Negligence, Wills & Probate and Conveyancing. I am proficient at Dictaphone typing, using all Microsoft Office and case management systems namely Practice Evolve. I have graduated from NUI Galway with a Bachelor of Commerce and more recently from Dublin Institute of Technology with a Postgraduate Degree in Fashion Buying and Management. My education background has developed my commercial acumen and given me a keen eye for detail, analytics and an accounting skillset. I am an ambitious, client focused and hardworking person who wishes to pursue a career in law.

## Education

- **Law Society of Ireland** – FE1's; Property, Equity, Criminal, Tort & EU
- **Dublin Institute of Technology** (2017-2018) Fashion Buying and Management Postgraduate Diploma - 2:1
- **NUI Galway** (2013-2016) Bachelor of Commerce – 2:1
- **Loreto Community School**, Milford, Co. Donegal (2006- 2012) Awarded Business Studies Student of the year 2011 & 2012

## Experience

### **LEGAL SECRETARY**

*MCGINLEY & CO. SOLICITORS | DONEGAL & DUBLIN |*

*JULY 2019-PRESENT / JANUARY – SEPTEMBER 2013/ WORK EXPERIENCE DURING TRANSITION YEAR 2009*

- Supporting Solicitor with daily administration work
- Continuously build relationships with clients
- Dictaphone typing/60+ words a minute
- Diary management and overseeing all office appointments
- Arranging consultations & appointments with clients
- Accurately draft Court documents, letters and other documentation from precedents
- Preparing Briefs for Counsel for Circuit Court/High Court
- Experience working with Personal Injury Claims, Medical Negligence, Wills & Probate, Conveyancing

### **ACCOUNT MANAGER**

*VIOLETTA GROUP | NEW YORK*

*FEBRUARY 2019 - JUNE 2019*

- Conducted market research, trend analysis to identify leads and potential clients
- Secured brand features, media briefings, product placement and news items
- Created innovative communications strategies that maximize brand visibility

### **ACCOUNT MANAGER**

*TWITTER | ZEVAS | DUBLIN*

*JUNE 2018 - DECEMBER 2018*

- Hit over \$550k in sales a quarter
- Grew my book of business by 116% quarter on quarter & 204% year on year.
- Worked directly with the big six Agencies on their client's briefs – Publicis, Havas & Interpublic Media
- Optimized and managed client campaigns
- Completed Policy Training
- Worked on each stage of the sales cycle with each client

### **MARKETING EXECUTIVE**

*SKMMP | DUBLIN*

*JANUARY - JUNE 2018*

- Worked directly alongside the CEO
- Conducted deep market research in wholesale sector
- Devised market entry strategy
- Contributed to funding pitches for NDRC