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| **Curriculum Vitae** |

Lee Maguire

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| **Career Statement** |

I am currently seeking a traineeship to qualify as a solicitor. I have an interest in several practice areas including Planning and Environmental, Technology, Energy & Renewables; Public law, Healthcare, and Property/Real Estate.

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| **Personal & Professional Profile** |

* Graduate of DCU with a Masters in Law
* Hold a Bachelor’s Degree in Economics, Politics and Law from DCU
* Experience undertaking in-depth legal research such as my master’s thesis and assignments:

{i} I discussed the ***compliance of Irish strategic housing legislation with the Aarhus convention***

{ii} in commercial law assignment in which I examined ***mergers of companies with large stores of data and their effect on competition among online advertising services.***

* Have acquired excellent office, organisational and communication skills from working in varied office environments.
* Have currently passed 7 of the 8 FE-1 examinations and hope to have the exams completed by March 2023.

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| **Qualifications & Education** |  |

**2017- 2018: Masters in Law DCU 1st Class Honours *Results:***

* Legal Research Methods – 64
* Public Law and Political Philosophy – 68
* EU Institutional Law and Brexit – 70
* EU Human Rights – 69
* Issues in Medical Law – 66
* Commercial Law – 73
* Dissertation on Strategic Housing Development Legislation – 71

**2014-2017: BA in Economics, Politics and Law DCU**

**2009-2014: Secondary Education - Ardee Community School**

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| **Employment Record to Date** |

**March 2023 – Present: Legal Administrator, Kennedys Law LLP**

**Duties and Responsibilities:**

* Working as part of a team which provides administrative support to solicitors working in the Liability, Healthcare and Insurance teams.
* Assist solicitors with the preparation of briefs for counsel, experts and booklets for court.
* Organise and schedule internal training sessions for solicitors and trainees.
* Ad hoc duties which include preparing research notes for internal use, attending meetings with service providers and proofreading documents.

**April 2021 – February 2023: Administrative Assistant, Legal Section, An Bord Pleanála.**

**Duties and Responsibilities:**

* Updating internal records and case management system with notes of the status of cases.
* Liaising with external legal services providers in the preparation of judicial review cases which includes retrieving the Board file relating to the impugned decision, preparing copies of relevant documents and answering any queries the legal service providers may have relating to the Board files.
* Working co-operatively with the rest of the legal section team to complete workload in a timely manner.
* Co-ordinating with other departments to ensure efficient public service.
* Ad hoc duties such as preparing statistics and summaries of judgements for Board members and the management committee.

**May 2019 – January 2020: Customer Contact Agent, Cornmarket Group Financial Services.**

**Duties and Responsibilities:**

* Act as first point of contact for clients to organise financial consultations and answer general queries.
* Maintain a detailed knowledge of products and services offered by the company.
* Adhere to data protection regulations and maintain customer confidentiality.

**July 2017- January 2018: Administrative Assistant, Fianna Fail Headquarters**

**Duties and Responsibilities:**

* Processed membership applications and updated the membership database.
* Assisted at organised events such as the *Ard Fheis,* overseeing and counting votes.
* Took calls from members, public representatives and the public.
* Took part in a cost-cutting project to improve postal accuracy and efficiency.

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| **IT Skills** |

* Proficiency with the use of Microsoft office word, power point and excel.
* Used various internal database systems

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| **Achievements – Hobbies & Interests** |

* Completed GDPR training with the IPA while working at An Bord Pleanála.
* Attended various conferences on Brexit during the course of my postgraduate programme.
* Took part in the DCU FUSE project to brainstorm ideas for the future of the university.
* Member of several societies during my undergraduate degree such as the Law Society and the Gaming Society.
* Elected as the Trips and Events Officer for the DCU Gaming Society
* Organised several large events such as a trip to Q-Con in Belfast.
* Currently part of a book club.
* I am actively involved in a local interest group which organises clean ups of the local environment.

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| **Referees**  |

Mr Chris Clarke, the Secretary of An Bord Pleanála

Mr Andrew Finn, former Membership Officer for Fianna Fail

Academic References available on request

Contact details for all references available on request.