Lee Maguire

lee.maguire416@gmail.com   |   0876542740

Personal Summary

Litigation Assistant with top skills in communication, critical thinking and active learning. Assists cases with professionally prepared legal documents and thorough research. A fast learner who pays great attention to detail and can work with initiative. Thrives working with people, can adapt to any working environment and enjoys the challenge of working under pressure. Extensive legal experience having been employed in the legal field since 2021. Completed a Master's Degree in Law from Dublin City University receiving a grade of 1.1. A keen interest in several areas such as Planning and Environmental Law, Mergers and Acquisitions and Litigation. Having completed all FE-1 exams, I am seeking a traineeship.

Experience

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| Kennedys Solicitors LLP | DublinLitigation Assistant (Promotion)*November /2023 - Present* | Assisting two Solicitors in managing their personal injuries defence litigation case load (in excess of 300 cases) to include:* Diary management – tracking Court dates and expiry dates on warning letters.
* Briefing counsel
* Organising medical assessments and engineering inspections,
* Drafting correspondence, Pleadings to include Motion papers.
* Arranging to file and serve Pleadings in Court office around the county.
* Attending on Counsel at all Courts and preparing a detailed attendance note for circulation to clients.
* Arranging and attending consultations with Counsel and experts.
* Time recording and billing clients for work completed.
* Managing invoices related to litigation matters ensuring timely payment of fees.
* Responsible for issuing invoices.
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| Kennedys Solicitors LLP | DublinLegal Administrator*March/2023 – November/2024* | * Managed Administrative team and group deadlines., including court dates.
* Drafted letters and emails.
* Drafted indices and compiled briefs.
* Trained new staff where necessary.
* Assisted the firm's knowledge lawyer with research and organised training sessions.
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| An Bord Pleanála | DublinLegal Administrative Assistant*April/2021 - March/2023* | * Reviewed and organised legal documents such as Pleadings, Motions and correspondence.
* Liaised with with Third-Party Solicitors in preparation for Judicial Review cases which included reviewing the Board file relating to the impugned decision, preparing copies of relevant documents and answering any queries the legal service providers had relating to the Board files. (in a timely manner).
* Ad hoc duties such as preparing statistics and summaries of judgments for Board members and the management committee.
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| Cornmarket Group Financial Services | DublinCustomer Contact Agent*May/2019 - January/2020* | * Delivered excellent service via inbound and outbound calling efforts, meeting established minimum targets.
* Managed the diaries of several financial advisors and arranged appointments with clients.
* Performed administrative tasks such as data entry, updating databases and preparing reports.
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| Fianna Fáil Headquarters | DublinAdministrative Assistant*June/2017 - January/2018* | * Entered data into spreadsheets using Microsoft Excel or other similar programs.
* Handled confidential documents in an organised fashion according to established protocol.
* Managed incoming calls while providing information or transferring callers to appropriate personnel.
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Education and Training

April 2019 Dublin City University

LLM in Master of Laws

* Completed modules in Public Law, Commercial Law and Medical Law and Ethics.
* **Dissertation**: Compliance of Strategic Housing Legislation with the Aarhus Convention.
* **Result** - First Class Honours

October 2018 Dublin City University

Bachelor of Arts in Economics, Politics and Law

**Result** - Second Class Honours Grade One

06/2014 Ardee Community School

Leaving Certificate

Sat all subjects at honours level.

430 Points

Skills

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| * Document Preparation
* Attention to Detail
* Time Management & Organisation
 | * Excellent Team Player
* Proficient in MS Office
* Client Communication & Colleagues
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Activities and Hobbies

* Volunteering with local environmental interest group.
* Reading - Individually and as part of a Book Club
* Hiking and exploring nature trails.
* Keeping up to date with Political and Economic news

References

References available upon request.