

# Maeve O'Brien

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## Education/Qualifications

### Law Society of Ireland

- Winner of the Law Society FE-1 Award for Contract Law in 2017
- FE-1 Exams: Contract Law (70%), Criminal Law (70%), Equity Law (62%), Property Law (62%), Company Law (58%) and Tort Law (59%)
- I will be sitting EU Law and Constitutional Law in October 2018

### Fitzwilliam Institute, 2016

- Diploma in Digital Marketing & Social Media with Online PR, Google Adwords, SEO and E-Commerce

### Trinity College Dublin, 2010-2014

- BA in English Literature and History (2.1)

### The University of St Andrews, Scotland, 2013

- Erasmus year (2.1)

### Presentation Secondary School, Kilkenny, 2004-2010

- Leaving Cert (540 points): History (A1), English (A2), Irish (A2), Economics (A2), Maths (B1), Chemistry (B1), French (A1, Ordinary Level)
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## Career History

### Gleeson McGrath Baldwin Solicitors ∞ 29 Anglesea Street, Dublin 2 ∞ November 2018 to Current

Gleeson McGrath Baldwin is a full service law firm, with a strong emphasis on commercial work. Areas of expertise include litigation and dispute resolution, residential and commercial conveyancing, employment law, probate, commercial practice, corporate law and intellectual property and technology law.

#### Legal Administrator

- Digital dictation and secretarial duties for partners and fee earners across all departments
- Preparation of legal documents and briefs
- Scheduling of Deeds and maintaining Deeds and ATR register
- Management of Wills and maintaining Wills register
- General file management including opening of files and management of closed files register
- General administration including management of post and emails, answering phones and dealing with client queries, scanning, diary management and other ad hoc and front of house duties

### MedMedia Campaign ∞ Dun Laoghaire ∞ March 2015 to June 2017

MedMedia Campaign is a specialist creative and digital agency within the pharmaceutical and healthcare arena housing a dedicated team of graphic designers, programmers and creative specialists.

#### Account Executive

This was a client-facing role that encompassed a broad range of responsibilities including business development, project management, creative/concept development, research, copywriting, proof reading and general accounts administration.

- **Account management**- 100% client retention rate and managed approximately 25% of the company's existing and new clients
- **Project management**- I managed a number of client campaigns including website builds, printed campaigns, event management and video/animations. One campaign of note is oab.ie (a patient awareness campaign) which involved concept development, website build and maintenance, analytics, printed supporting collateral, radio advertising, video and animation
- **Communications consultancy**- Responsible for copywriting, editing and proof reading of countless client communications. For example, I was project lead on the production of a monthly booklet series aimed at pharmacists across the Republic of Ireland which involved having the sole responsibility of research, copywriting and creative direction

- **Research-** I functioned as an informal in-house researcher for the company in the preparation of client presentations and competitor and general market analysis. I was also part of a team who lead the introduction of a Market Intelligence offering to our client base and was lead researcher on the first of such projects

**Michael Page ∞ Beaux Lane House, Dublin 2 ∞ September 2014 to March 2015**

Michael Page is a leading professional recruitment consultancy, specialising in the recruitment of permanent, contract and temporary positions.

**Associate Recruitment Consultant**

- Business development- I consistently met my targets in relation to client cold calling and new business development
- Client presentations/pitches- Experience dealing with clients, many of whom held senior positions within their companies
- Candidate interviewing, management and successful placement
- Sales training both in the Dublin and Manchester offices

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**Other Experience**

- I completed both my 2 star and 3 star private courses in the Reserve Defence Forces and was awarded the 'Best Soldier' merit during my 2 star training camp in 2010
- I worked various part-time and summer jobs (including a J-1 visa in Boston) during secondary school and college

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**Skills**

- Transcribing- experience using dictation software and transcribing from audio and video files
- Keyhouse case management system
- EDCL certified
- Microsoft Suite and Keynote
- Online job boards, LinkedIn recruiter, Facebook advertising, Google analytics and AdWords
- Full clean driving license
- Lifeguard and first aid training
- Gaisce bronze award holder
- Interests: reading, current affairs, tag rugby and travel