

# MAIRÉAD SPAIGHT

## PROFESSIONAL SUMMARY

Motivated and detail-oriented law graduate with a strong academic background and hands-on experience in legal research, case preparation, and client communication. Ability to work effectively in fast-paced environments, collaborating closely with solicitors and partners on a variety of legal matters.

## WORK HISTORY

### LAW CLERK/RECEPTIONIST 08/2023 to 08/2024

**Pierce Fitzgibbon Solicitors**, Listowel, County Kerry

- Drafting legal documents, managing client files and consulting with solicitors.
- Preparing meeting rooms for client meetings, arranging refreshments and greeting clients on arrival.
- Oversight of the general day-to-day running of the firm and maintenance of office equipment.
- Answering and forwarding phone calls in a professional manner.

### WAITRESS 05/2023 to 08/2023

**Ma Nolans Irish Pub**, Nice, France

- Serving meals and drinks with professionalism, maintaining high presentation and quality standards.
- Ensuring an excellent level of service in a busy and demanding restaurant environment.

### ENGLISH LANGUAGE TEACHER 05/2022 to 05/2023

**Bridge Mills Language School**, The Bridge Mills, Galway

- Teaching spelling, pronunciation and sentence structure to form the basic foundation of language.
- Maintenance of classroom management and ensuring a respectful and comfortable learning environment.
- Planning and preparing lessons that were comprehensive and engaging for students.

### LEGAL INTERN 01/2023 to 04/2023

**McLoughlin & Co Solicitors**, Headford, County Galway

- Reviewing legal documents for accuracy and compliance as well as answering and forwarding phone calls in a professional manner.
- Responsible for providing administrative support including file management and reception duties.

### ENGLISH TEACHING ASSISTANT 10/2021 to 05/2022

**France Education International**, Royan, France

- Encouraging students to work together to complete projects and solve problems.
- Assisting the teacher during lessons with comprehension and pronunciation.

- Maximising student engagement and receptive learning by educating students using individualised instructional approaches.

**SEASONAL SENIOR BEACH LIFEGUARD** 06/2017 to 09/2021

**Limerick County Council**, Glin, County Limerick

- Warning the public of dangers in the water and giving advice to swimmers.
- Providing basic life support and first aid.
- Checking safety and rescue equipment daily to ensure they were in working order and keeping the lifeguard station clean, sanitary and presentable.

**SHOP SALES ASSISTANT** 10/2018 to 05/2021

**Garveys Supervalu**, Listowel, County Kerry

- Assisting customers and listening to customer needs and preferences to provide targeted advice, increasing sales opportunities.
- Operating cash registers with accuracy and processing cash and card transactions.
- Training new staff and informing them of the procedures and rules to be followed within the checkout area.

**OFFICE ASSISTANT** 10/2015 to 10/2015

**Lees Solicitors**, Listowel, County Kerry

- Supporting staff with photocopying and filing.
- Maintaining the upkeep and maintenance of the office common areas.
- Handling incoming calls, answering questions, directing calls and documenting messages.

**SKILLS**

**Legal knowledge**

Throughout my time at university and my experience in the legal field so far, I have gained extensive knowledge of the legal profession. During the past year as a law clerk, I regularly communicated with solicitors and partners on various matters, providing me with invaluable experience.

**Teamwork**

Teamwork has played a big role in all my work experiences, from working as a lifeguard to working as a shop assistant. In addition, my experience of mooting at university involved working as part of a team therefore I have become

**Organisational skills**

During my recent internship, I fulfilled the role of both a receptionist and a law clerk. Therefore, I was responsible for the day-to-day smooth operation of the firm, as well as dealing with clients and assisting solicitors. This required attention to detail and organisation of my workload.

**Problem-solving**

During my various work experiences, I have been faced with many issues and challenges which have required finding solutions in an effective manner and the use of critical thinking.

familiar with working closely  
with others.

---

## EDUCATION

**Tarbert Comprehensive School**, Tarbert, Co Kerry  
**Leaving Certificate** , 09/2012 to 06/2018

**University of Galway**, County Galway  
**Bachelor of Arts**, Law & French - 2:1, 09/2018 to 05/2022

**University of Galway**, County Galway  
**Postgraduate Degree**, L.L.B - 2:1, 09/2022 to 05/2023

---

## AWARDS, ACCOMPLISHMENTS, AND HONOURS

- Acquiring Clinical Placement in my final year with limited spaces available to students.
- Achieving a 1:1 in my final year French oral exam.
- Suicide Prevention Course completed at University

---

## CERTIFICATIONS AND LICENSES

- Crisis volunteer with Text About It (24/7 free text crisis service).
- Gaisce Bronze Award & Fáinne award.
- TUSLA Certificate (Children First: National Guidance for the Protection and Welfare of Children).
- Qualified TESOL and TEFL English teacher.
- Full driving license.
- 'AI & Law' online course completed recently with Lund University.

---

## FE-1 EXAMINATIONS

I am currently completing the Fe-1 examinations.  
March 2024 results:  
Equity 61%, Property 57%, Criminal 62%, Contract 52%

---

## REFERENCES

Ms. Marie Stack, Piers Fitzgibbon Solicitors, Listowel, County Kerry.  
(086) 858 7292

Ms. Anna McLoughlin, McLoughlin & Co Solicitors, Headford, County Galway.  
(087) 124 1434

Mr. Gareth Keane, Bridge Mills Language School, Bridge Mills, Galway.  
(087) 406 1717