**Matthew Maguire - Curriculum Vitae**

**Date of Birth:** 12/12/1994

**Address:** 108 Rathdown Park, Greystones, Co. Wicklow

**E-mail:** mattmaguire123@hotmail.com

**Contact Number:** 085 728 4813

**EDUCATION:**

**FE-1 Law Society Entrance Exams:**  March 2018 passed all four exams taken;

Criminal Law: 54, Company Law: 51, Property Law: 57, Contract Law: 50

October 2018: Passed both Exams taken;

Equity: 54, Tort: 52

**University:** University College Dublin, 2013-2017

**Degree:** Bachelor of Business & Law (BBL) Hons: 2.1

**Secondary School:** St David’s Greystones, 2007- 2012

**Leaving Cert Results:**

Business (H)- A2, English (H)- B1, Biology (H)- B1, French (H)- B3,

History (H) - B1, Irish (H) - B3, Maths (O) - B1

**Primary School:** St Kevin’s Greystones, 1999-2007

**WORK EXPERIENCE:**

LK Shields Solicitors: October 2018 – Present.

**Roles:** Paralegal / Cosec Administrator

**Responsibilities:**

* Filing documents with the CRO / Courts
* Maintaining and updating client’s statutory minute books
* Preparing and drafting CRO forms such as B10, C6, A1 and RBNA1 using CORE online filing system
* Working with Corporate department to assist the merger of a group of companies to establish a producer organisation
* Forwarding on correspondence for clients whom LK Shields acts as registered office
* Drafting and issuing Annual Compliance bills on behalf of the Head of department
* Drafting and issuing bills for the entire team in relation to ad hoc work carried out
* Responding to client’s billing queries
* Working closely with the Head of department on key projects on behalf of the Managing Partner
* Knowledge Management Review; reviewing and updating templates used by the team to ensure consistency throughout all documentation.
* Preparing documentation such as proposals, board packs, and Section 68 engagement letters.
* Preparing Agenda’s and drafting minutes for various meetings
* Organising and filing documents

The Martello Hotel, Bray: August 2012 – August 2013 (Full Time)

September 2013 – August 2018 (part time during the college year, full time May – September)

**Roles:** Primarily working in cash office, accounting department and other administrative functions. I also worked as a waiter and covered as a kitchen porter during busy periods for extra hours.

**Responsibilities:**

* Managing tills, cash, credit card receipts and floats from the previous days sales
* Lodging cash to the bank
* Inputting, calculating and recording daily sales via excel
* Managing key supplier accounts, orders, invoices and deliveries
* Inputting invoices to TAS Books (Accounting Software) to ensure all suppliers accounts are updated, this included supplier accounts for other restaurants owned by the company.
* Organising and filing documents
* Interacting with suppliers in relation to the company’s accounts.
* Tracking Company property rental portfolio, recording rent payments from tenants
* Handling customer complaints including billing and charging errors
* Extensive interaction with business owners and key staff members
* Counting and distributing the tips on a weekly basis
* As a waiter I was in charge of organising the relevant breaks and finish times of floor staff

**HOBBIES & INTERESTS**

* Gaelic Football – I spend the majority of my spare time playing football with my local club Eire Og Greystones. I am currently a member of the senior panel. Past achievements include league titles in 2015 and 2016 and Minor footballer of the year 2011
* I am a fan of most other sports and have played soccer for my local clubs Greystones United and Greystones AFC along with Ardmore Rovers in Bray. I stopped playing two years ago due college, work and football commitments

**SKILLS & QUALITIES**

* **Leadership:** I have captained a number of underage and school sports teams I have been involved with. I have also assumed leadership roles while working as a waiter in The Martello
* **Punctual:** My work and school attendance records show that I was rarely late or absent due to ill health or otherwise
* **Time Management**: An important quality I learned while in college was ensuring I met all deadlines for assignments while at the same time balancing my other commitments such as studying for exams, work and playing football
* **Communication**: I have developed strong communication skills through my previous work experience along with a number of aspects of my college course including group assignments and projects
* **Technology**: Proficient with MS Office suite and TAS Books Accounting Software

**REFERENCES**

Brendan Duggan – The Martello Hotel, Bray

Mary O’Doherty – Principal St Davids Greystones