CURRICULUM VITAE

Name:	Maureen Aboi
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EDUCATION AND TRAINING

Trinity College Dublin:	LLM Master in Laws honours degree (September 2014 – June 2015): Subjects:
	EU Corporate Governance, EU Financial Services Law, International and EU
	Tax Law, EU Banking and Securities Law, Islamic Law (including Islamic
	Finance), Commercial Arbitration Law and Energy Law & Policy in EU.
	Dissertation on Islamic Finance.
University College Dublin:	BCL Law with Politics honours degree (2010 – 2014), Awarded 2:1.
IT Carlow:	Diploma in Law: Two year Diploma in Law. Graduated with a distinction.
Law Society FE1 Exams:	Sat and passed four Law Society FE1 examinations in September/October 2014. Sat the remaining four FE1s in September/October 2015.
CST Kaduna Polytechnic:	Obtained Ordinary Diploma (OND) and then proceeded to a Higher National Diploma (HND) in Publishing and Communications.
W.A.E.C Exams:	Achieved 510 points. Higher level in all 8 subjects.

WORK HISTORY

University College Dublin, Corporate and Legal Affairs Office - Legal Assistant (April 2015 to date)

Duties: Carried out legal research, legal drafting, attending meetings within the university and taking minutes, answering the phone and e-mail queries from across the university departments and schools and managing correspondences on behalf of the member of staff.

KOD/Lyons Solicitors - Legal Intern (June 2013)

Duties: Drafted legal documents, such as affidavits, client history in preparation for appeal cases. Attended the Four Courts and the Central Criminal Court, took notes and observe cases that my employer was accountable for. Attended client meetings and took notes. Practiced ethics, such as the importance of keeping client confidentiality and team work.

MacGuill & Co. Solicitors - Legal Intern (July 2013)

Carried out legal drafting, attended court proceedings, attended client meetings and took attendance notes; create book of pleadings and books of correspondences in preparation for court proceedings. Conducted legal research in preparation for litigation and drafted affidavits and legal letters in correspondence with client (under supervision).

New Beginning Lawyers - Legal Intern (September – December 2012)

Duties: Their main area of work is in property law and litigation. Archive files, Conducted legal research in preparation for litigations. Answer online and telephone inquiries, book appointment for clients. Sit in client consultations and took notes. Attended courts and observe proceedings and took notes.

SDL (*Global Solutions*) *International Ltd.* - Senior Desktop Publishing Specialist and Coordinator (July 2000 – September 2007)

Duties: Coordinated, managed and outsourced projects to our local offices and vendors both nationally and internationally.

Prepare project evaluation reports, to outline client requirements for each project. Carry out pre-production reviews on new Projects.

Attended kick-off meetings and weekly project status meetings with project managers, linguist and engineers, to update the team on project status and other related matters.

Managed and coordinated desktop publishing documentation projects from kick-off stage to delivery stage and all associated responsibilities.

KEY SKILLS AND ACHIEVEMENTS

Extra-Curricular	Entered a National Business and law Advocacy competition during my undergraduate degree, 'The Advocate', organised by McCann Fitzgerald Solicitors and the Courts services of Ireland and Northern Ireland with a partner and got to Semi Final. Member of the UCD Law Review Board 2012. Member of the UCD Student Legal Services, regularly participate in clinics that offer free legal advice to students. Peer mentor for a group of assigned first year students.
Team work	Effective team player. Currently working as part of a team at UCD Legal Department. Previously worked as part of a team in other legal offices and other employments. Proven ability to work under pressure sometimes long hours to meet deadlines.
Communication	Considerable experience in legal research. Conducted extensive legal research as part of LLM Master in Law thesis. Very good communicator both written and orally.
Awards	
	 UCD and Bank of Ireland award 3rd place in Law of Tort Essay Competition 2011
	2. With partner reached Semi Final in the National Law and Business Advocacy competition, The Advocate' organised by McCann Fitzgerald Solicitors and the Courts services of Ireland and Northern Ireland in 2012.
	3. Participated in the Cecil Lavery Moot Court a UCD Law Society's prestigious in-house mooting competition for undergraduate UCD students and with partner came 2 nd .
	4 Kaduna State Government scholarship to study at 3rd level due to my 2nd

HOBBIES AND INTERESTS:

Running, swimming, walking and reading.

level academic achievement.

REFERENCES:

- Reference 1: Mr Julian Bostridge, University Solicitor and Manager of Legal Affairs. University College Dublin, Corporate and Legal Office, Belfield, Dublin 4. Tel: 01-716-8736, Email: julian.bostridge@ucd.ie
- Reference 2: Dr Liam Thornton, Lecturer in Law UCD Sutherland School of Law, Tel: 01 716 4129, Email: liam.thornton@ucd.ie