**Maureen Hannah Piggott**

Address:Boula, Knocknagoshel, Tralee, Co. Kerry

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Education:LLB Bachelor of Laws**,**

Waterford Institute of Technology

1st Year Overall Result: 70%

2nd Year Overall Results:73%

3rd Year Results: Company Law 76%; Jurisprudence 72%; Equity and Trust 72%; Criminal Evidence 79%; Probate Law 67%; Independent Research Topic 70%

Previously studied: Legal Administration Course

Training Centre

Bishopstown

Co. Cork

Overall Result:Distinction

Irish Leaving Certificate:St. Joseph’s Secondary School

Abbeyfeale

Co Limerick

Result: 385

**Professional Employment History**

1. **Philip Lee Solicitors, Dublin, August – September 2016**

During this internship, I was assigned to the litigation department while also getting to experience the workings of the property department. My duties included inter alia: assisting with the drafting of legal documents including briefs, books of evidence and books of authority; drafting memos; researching legislation and precedent; preparing case summaries; and issuing documentation in the Central Office.

1. **Property Registration Authority Ireland, Waterford, June 2016**

I won the W.I.T competition for a placement in the Property Registration Authority Ireland (“PRAI”). My duties included inter alia: opening and sorting correspondence; examining legal documentations; interpreting the legal effect of these documents; and recording their legal impact on the register. I was invited to attend briefings by members of the authority including the regional mapping director and the Chief Examiner of Titles.

1. **Joseph B. Mannix & Co. Solicitors, Tralee, June – September 2015**

This placement allowed me to gain a valuable insight into the workings of a multi-disciplinary legal practice. Some of my duties included: researching legislation; assisting in the organisation of cases before court; transcribing court proceedings; drafting correspondence; liaising with clients; and managing client’s files. I also became very familiar with operating keyhouse legal software which was used for billing clients.

1. **Maura E. Hennessy's Solicitors, Tralee, June – September 2014**

During this placement which specialised in family law, my duties included inter alia: client file management; meeting with clients; responding to client’s queries; organising appointments and meetings; drafting correspondence; audio typing; proof-reading and other general administrative duties. I was also responsible for cataloguing and reorganising the firm’s library.

**Other Employment History**

**Walshes Colour Print, Castleisland, Co. Kerry, June - September 2013**

My duties in this printing company included: drafting correspondence; dealing with customer’s queries and concerns; writing advertisements; office administration; and developing a local magazine entitled *Sliabh Luachra*. I also had the opportunity to cultivate my journalistic skills when I was asked to produce my own edition of *Sliabh Luachra*. This involved overseeing the layout and appearance of the magazine, choosing articles, working with contributors and proof-reading. I also became familiar with various pieces of software such as Photoshop.

**Voluntary Work**

**Rathfredagh Cheshire Home, Newcastle West, Co. Limerick, 2010**

I volunteered for a year in a nursing home for the mentally and physically challenged. I thoroughly enjoyed my time here which was mainly spent chatting with the residents.

**Skills and Competence**

I believe that I have developed a variety of skills from my work experience. I have been asked to carry out legal research, draft correspondence, proof-read documentation and liaise with clients. As a result of these duties, I now possess very good communication and management skills and I am very proficient in dealing with clients. I am very skilled at using Microsoft Office software and audio typing (obtaining a distinction in an exam) and I am familiar with Keyhouse software which was used for billing clients. Generally, I am a hardworking, reliable, diligent and determined person who enjoys working as part of a team.

**Achievements**

* Winner of the Nolan, Farrell & Goff Merit Prize, which is presented annually to the student who receives the highest grade in Land Law exams at Waterford IT.

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* I enjoy public speaking and often take part in debates in the WIT Law Society. Winner of the Law Society debate 2014, 2016.
* I am an active member of the WIT Equestrian Club have taken part in a number of competitions with this club. I also serve as a Committee member.

**References**

Joseph B Mannix,Elliott Payne

12 Castle Street, Waterford Institute of Technology,

Tralee, Co. Kerry College Street Campus, Office C 207

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