

## MAURICE LANE, BA, LLB, LLM

### PERSONAL DETAILS

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Address: Lackendarragh, Anglesborough, Co. Limerick  
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### SUMMARY OF QUALIFICATIONS

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2021-2022	LLM (Business Law),	University College Cork, (Pending)
2019-2021	LLB (Bachelors in Law),	University College Cork, (2.1)
2010-2015	BA (English Major),	University College Cork, (2.1)

### EDUCATION

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2005 - 2010 Mitchelstown C.B.S Secondary School, Co. Cork (525 points in Leaving Certificate)

### PROFESSIONAL EXPERIENCE

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#### **February 2022- Present: Maurice Power Solicitors LLP, Kilmallock, Co. Limerick**

##### Legal Assistant

- Work in a variety of areas including litigation, licensing, commercial and corporate
- Perform daily clerical functions including arranging briefs, transposing dictations, closing files, taking notes in client consultations, etc.
- Prepare fee notes
- Aid solicitors in the drafting of documents of a commercial nature, such as share purchase agreements and tax deeds
- Prepare court documents and attend District Court and Circuit Court
- Deal with credit institutions in the satisfaction of their closing requirements
- Submit filings with the CRO, including C1's and C6's
- Work on transactions with a variety of business types, including pharmacy chains, car dealerships, and engineering firms

#### **May 2016- July 2017: KPMG, Management Consulting, Dublin**

##### Assistant/Analyst

- Worked on client site- Irish Bank Resolution Corporation (IBRC)
- The role involved working as part of a team dealing with sensitive and confidential information on two separate projects
- Reviewed loan documentation and approved the work of others
- Delegated work and updated tracker on cases reviewed

## OTHER EXPERIENCE

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### **June 2020- March 2021: Amazon Ireland, UK Selling Partner Support**

#### Associate

- Dealt with queries from sellers
- Supported sellers on compliance obligations
- Processed refunds
- Aided sellers in improving supply chains

## COMPUTER AND LANGUAGE SKILLS

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- Experienced and proficient user of Microsoft applications- PowerPoint, Word, Excel, and Outlook
- Excellent knowledge of using various databases (ProQuest, LexisNexis, Westlaw etc.), as required to undertake legal research
- ECDL computer driving license obtained
- Intermediate knowledge of the French language

## OTHER SKILLS

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- **Communication:** Worked in a wide variety of roles where effective communication has proved essential to ensure that objectives are met within the given timeframe
- **Teamwork:** Worked as an effective team member in diverse environments, ranging from financial services to a full-service law firm
- **Problem Solving:** Have developed an excellent ability to analyze and solve problems

## INTERESTS AND ACTIVITIES

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- Member of the editorial board for the Twenty First Edition of the Cork Online Law Review
- Enjoy long distance running and have completed several half-marathons
- Keen interest in music; play the Scottish bagpipes with local pipe band
- Enjoy rugby and playing chess
- Avid interest in travel (travelled extensively in Europe, Asia, and New Zealand in 2018)

## REFERENCES

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- Provided on request