**Niamh Maguire**

**B.C.L., ACIS**

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**PROFILE**

I am a highly motivated and confident paralegal. I also have a couple of years work experience as a transaction manager of special purpose vehicles in the asset finance and capital markets sectors, whereby I managed their day-to-day compliance, regulatory and transactional obligations. This experience, coupled with my law degree and my qualification as a chartered secretary, has enabled me to develop strong organisational skills, an analytical, logical and solution-driven approach to tasks and the ability to work under pressure.

**CAREER HISTORY**

**Asset Finance Paralegal, Maples and Calder April 2018 – Current**

* assisting and supporting associates and partners in aircraft leasing and financing transactions through documentation phase to document signature and closing;
* actively participating in and managing transaction closings, including the document execution process and completion of all relevant conditions precedent;
* drafting legal agreements and corporate approvals under the supervision of associates and partners;
* liaising with lead counsel, corporate services providers and other service providers as required;
* coordinating conditions precedent and conditions subsequent for transactions, including overseeing the collection of closing documents;
* making filings with the Companies Registration Office, including security filings;
* responsible for maintaining and monitoring a schedule of all security filings to be made by the asset finance team; and
* researching points of law.

**Corporate Services Administrator, Walkers January 2017 – March 2018**

* managed a large portfolio of client SPVs and acted as the principal point of contact for clients;
* responsible for ensuring the provision of a high quality transactional, compliance and administration service to clients;
* managed deal closings including review of transaction documentation from a corporate services perspective; - arranged, attended and conducted board meetings;
* co-ordinated statutory and regulatory filings;
* maintained statutory books, including all statutory registers; and
* opened bank accounts on behalf of client companies.

**Corporate Services Analyst, Intertrust July 2015 – December 2016**

* on-boarded new clients from incorporation;
* managed a large portfolio of clients;
* acted as a channel of communication for the directors and client companies on all matters of company law and corporate governance;
* responsibility for ensuring the provision of a high quality transaction, compliance and administration service to clients;
* managed deal closings including review of transaction documentation;
* arranged and attended board meetings, including the preparation of board papers, resolutions, minutes and action point lists; and
* maintained statutory books, including all statutory registers.

**Legal Intern, Anthony Joyce & Co. Solicitors Summer 2014**

* managed a number of litigation and bankruptcy files;
* compiled briefs for counsel;
* liaised with various parties and clients on a number of transactions and acted as a point of contact;
* organised and reviewed files;
* drafted attendance notes of court hearings;
* undertook legal research on various topics and drafted papers that were published on the firm’s website; and
* drafted documents and letters on behalf of the firm.

**EDUCATION & TRAINING**

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| --- | --- | --- |
| 2017 - 2018 | **Sat eight FE-1 examinations**The Law Society of Ireland | **Six passed and results pending for final two** |
| 2015 - 2017 | **Diploma in Management and Corporate Governance**University of Ulster  | **Commendation** |
| 2011 - 2015 | **Bachelor of Civil Law (European) Degree**University College Dublin  | **2:1** |
| 2013 - 2014 | **Erasmus**University of Exeter, Devon, United Kingdom |  |
| 2009 - 2011 | **Leaving Certificate**Loreto College Swords, Co. Dublin  | **490 points** |
| 2006 - 2009 | **Junior Certificate**Loreto Secondary School, Balbriggan, Co. Dublin  | **4 As and 6 Bs** |

**PROFESSIONAL QUALIFICATION**

Chartered Secretary with the Institute of Chartered Secretaries of Ireland **ACIS**

**ADDITIONAL INFORMATION**

**Fitness:** Keeping fit is a real passion. I frequently attend the gym and fitness classes to maintain an active lifestyle. Reformer Pilates is my favourite fitness class to attend.

**Sports:** As an avid rugby fan, I attend many Ireland, Leinster and Old Wesley RFC matches.

**Cooking:**  I find cooking and baking very relaxing. I am always experimenting with healthy recipes for my family to enjoy.

**Reading:** I find escapism in reading.

**REFERENCES**

References are available upon request.