

Siobhan R. Mazarire

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Employment History

Melbourne Metro Rail Authority VIC Government (Melbourne)

August 2016 – October 2016

Project Support Coordinator for the Environmental Effects Statement Panel convened over two months to hear witness statements, public submissions and testimony in regard to the effect of the Rail Authority's current expansion project to update rail services in the City of Melbourne.

Role involves working in the Land Planning team researching and collating statements as well as coordinating submission responses from stakeholders including legal counsel, members of the public and specialist experts e.g. engineers, surveyors and planners. Further duties include organising workshops and meetings to ensure the panel process runs effectively, and efficiently in a time pressured environment, and managing/maintaining highly confidential documents.

Independent Liquor & Gaming Authority NSW Government (Sydney)

February 2016 – July 2016

Review and assess complex, transactional applications for gaming machine threshold increases, local impact assessments, transfer of gaming machine entitlements and permits, authorisation of gaming machines and other gaming related applications, all in accordance with legislation, policies and procedures to ensure integrity.

Responsible primarily for drafting extensive and detailed local impact assessment reports in accordance with New South Wales legislation. Role involves liaising with multiple stakeholders, whilst balancing conflicting priorities and demands, and ensuring effective workflow in a high volume environment. Required to provide informed compliance, regulatory and procedural advice to customers/stakeholders in a pressured environment, and to undertake all necessary follow up to ensure enquiries or issues are dealt with appropriately, and in a reasonable time. The reports require extreme attention to detail, and accuracy especially in regard to financial calculations, and necessitate maintaining an up to date knowledge of current legislation and policies.

Herbert Smith Freehills LLP (Paralegal - Belfast)

February 2012 – October 2015

Disputes- Role involved case analysis, document review and report writing for litigation, arbitration and FCA regulatory investigations. Senior Paralegal on large projects including financial institution internal investigations, and competition cases. Calculated and recorded review progress of teams of up to 70 reviewers by running daily metrics, which were then utilized for internal progress reports and cost monitoring.

Corporate- Undergone corporate training in due diligence for Equity Capital Market transactions.

Conducted legal due diligence of corporate transactions, as well as general legal review in regards to corporate, contractual and regulatory matters. Updated offering documents, drafted board resolutions and due diligence reports for acquisitions e.g. to ensure a company owns title to relevant assets.

Funds- Part of a small team on a repapering project as a result of AIFMD Directive 2013 which involved the termination, and redrafting of contracts, as well as drafting investor letters and updating/redrafting offering documents.

Housing Rights Service Belfast (charity intern)

August 2011- October 2011

Conducted research, and gave advice on wide range of housing problems faced by members of the public. Provided face-to-face advice, as well as giving information over the phone and drafting letters of advice. Cases ranged from minor landlord issues to helping those who were homeless and in dire need of immediate support.

European Union Internship - Bairbre de Brun Member of European Parliament (MEP) May 2010 – July 2010

Internship consisted of general administrative support to the MEP, as well as attending committee meetings, making notes and reports, replying to constituents' concerns and research. Assisted in the preparation of short topical reports covering developments in the European Union of interest to MEP.

Education

Queen's University Belfast

2012-2013

LLM Environmental Law and Sustainable Development

Masters Result: **Distinction**

Completed alongside full time employment.

University of Manchester

2007-2011

LLB English Law with French Law (including one year at Universite de Jean Moulin III)

Degree Result: **2:1**

Assumption Grammar School, Ballynahinch

2000-2007

A Level: History **A**; French **A**; Government & Politics; **A**

9 GCSEs: **4 at A*** Grade, **4 at A** Grade, **1 at B** Grade

Key Professional Skills & Strengths

- Flexible and responsive to change in the workplace, quick to adapt to new systems and procedures in multi-jurisdictional settings
- Highly organised with excellent analytical, communication and problem solving skills
- Excellent interpersonal skills as well as a positive disposition
- Excellent writing skills, including report writing, policy documentation, letters and submissions

Skills

Languages

Competent French skills with good reading, and good writing ability.

I.T.

Good Information Technology and Numeracy skills.

Good audio typing ability.

Legal and Document Management databases

LexisNexis, Practical Law Company, Westlaw, RM8, TRIM.

Positions of Responsibility

Women in Business Committee (HSF) – Range of duties and responsibilities included running the monthly office Book Club, organising events in the office to coincide with relevant global events such as International Women’s Day, and liaising with external partners for attendance at the annual Northern Ireland Women in Business Conference.

Selected by Senior Management to work on the making of a short film profiling the office shown at Partners’ Conference 2015 in Madrid in order to showcase the high quality work produced by office.

Organised annual Belfast Development Centre in 2014, bringing over external speakers for talks on further personal development for colleagues in the office.

Corporate Social Responsibility (HSF) – Volunteered extensively with the National Trust, and Habitat for Humanity, taken part in blood donation drives, as well as organizing office ‘cook-offs’ and ‘bake-offs’ and pub quizzes to raise money for chosen charity of the year.

Deputy Head Girl – organised and held assemblies twice a week in front of 900 pupils and staff, acted as an ambassador for school, sat on Student Council and directed organization for Leavers’ Ball.

Interests

Travelling

Travelled extensively in South East Asia and Europe, as well as to Morocco, Israel and India.

October 2015-December 2015 Completed three month overland tour across Southern Africa (Kenya, Tanzania, Malawi, Mozambique, Zimbabwe, Botswana, Namibia and South Africa).

Volunteering

2013/2014/2015 Participated in Herbert Smith Freehills Belfast ‘Learn to Read’ community outreach program which involved dedicating one lunch time a week to reading with primary school children for an academic year.

2010 Taught English to primary school children in France.

2008 Volunteered fortnightly at a soup kitchen in Manchester.

References

Available on request.