**Alexandra Stokes**

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| Education | FE-1 examsPassed: Contract, Equity, Criminal, Tort, EU, Property and Company  Awaiting: ConstitutionalUniversity College Dublin, Belfield, Dublin 42012 – 2013M.A. Gender, Sexuality and Culture (2H1)University College Dublin, Belfield, Dublin 42009 – 2012 B.A. Joint Major (2H1) Mount Anville Secondary School, Goatstown, Dublin 14 2003 – 2009 Leaving Certificate |
| Work Experience | Legal Executive – Ivor Fitzpatrick and Company, Dublin April 2015-July 2015   * Worked in the banking, commercial and property department * Assisted in a large scale data verification exercise * Liaised with multiple firms and third party service providers on behalf of clients * Arranged recall of title deeds and security documents from third party solicitors * Prepared schedules of documents * Oversaw release of title and security documents on accountable and final trust receipts * Generated action lists to ensure assignments were kept on track and that solicitors were fully appraised of progress, timelines and obstacles.  Legal Intern – Beauchamps solicitors, Dublin July 2014-August 2014, October 2014   * Worked in the litigation and dispute resolution department * Drafted various documents, including affidavits of compliance * Organised files for ongoing cases * Compiled briefs for counsel * Gained experience working in a well-functioning team  Legal Intern – Weil, Gotshal & Manges LLP, London, UK June 2014-June 2014   * Worked in the banking department * Learnt about the daily activities of trainees and solicitors in the firm * Became familiar with SFAs * Approved steps in mergers by utilising the SFA * Experienced working in a fast-paced environment with tight deadlines  Letting Agent–Town & Country Lettings, Dublin September 2011- June 2013   * Worked as a part time letting agent during my degree * Arranged and conducted property viewings with prospective tenants * Verified tenants’ references, liaised with management for final selection of tenants * Reviewed tenancy agreements and explained contents to tenants |

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| Skills & Abilities | |  |  | | --- | --- | | * High level research and analytical skills | * Excellent organisational capabilities | | * Excellent interpersonal abilities | * Conscientious work ethic | | * Outstanding written and oral communication skills | * IT proficient- Microsoft Office, Microsoft Excel, Microsoft Powerpoint, Partner, E-brief, Keyhouse | |
| Relevant University Career Information | Degree My degree required me to write about a range of subjects from many different disciplines. This provided me with excellent research and analytical skill, which gave me experience in distilling and condensing large amounts of information. Some of my final essays for my degree included a study of “Obscenity and the Trial Against Lady Chatterley’s Lover by DH Lawrence” and an essay on “Plagiarism Versus Inter-Textuality in Crime Fiction”. MASTERS I completed my M.A. in Gender, Sexuality and Culture in August 2013. My undergraduate degree enabled me to research a wide range of topics and develop my writing and the M.A. refined my research skills, requiring me to consider more specific topics in greater depth. This skill is easily transferable to legal work and has been of great use in my legal experience to date. As part of my M.A., I completed a 20,000 word dissertation on prostitution law in Ireland, resulting in the development of strong processing and legal research skills and an increased improvement in my writing and drafting abilities. |
| Additional Information | * I was elected English class representative during my degree and was responsible for campaigning, organising events and representing approximately 400 students on student council. * I am a regular volunteer with the Irish Cancer Society and I really enjoy organising events to raise money for cancer research. * I played netball for UCD while at university which developed my team work skills and allowed me to develop my interpersonal abilities by widening my social sphere. I take great pride in my personal fitness and challenge myself by setting new personal bests to achieve in the gym and on the track. * I trained with the Betty Ann Norton theatre school in Dublin and have a keen interest in theatre. I have been involved in a number of amateur productions and my most recent role was in a production of Brian Friel’s “Lovers” at the Mill Theatre in Dundrum. * I have a keen interest in reading and I enjoy books across many different genres. * I hold a full clean driving license and have six years’ driving experience. |