**Alla Fogheli**

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| 56 North Circular Road, Dublin 7 085 8565 939 alla.fogheli@gmail.com |

**Personal statement**

A hard working and highly organised person with more than five years’ experience working in a legal environment and a career plan of becoming a Solicitor. Passed three FE1 exams in March 2019. Worker with extensive knowledge of legal documents and administrative procedures with a high attention to detail and “can do” attitude.

**Core skills**

* Broad knowledge of different aspects of law including conveyancing, litigation, banking and court procedures
* Good team player with ability to work on own initiative
* Confident communicator with fluency in English, Russian and Latvian
* Reliable, flexible and always on task
* Technically competent with extensive experience with a variety of software systems including: Evolve, Cort, Lawbase, DigtaSoft, Word, Excel, Exp8, Keyhouse

**Employment History**

**Conveyancing Secretary – A.C. Forde & Co. Solicitors, Dublin 4**

***(January 2018 – Present)***

Providing secretarial support to Partner and Solicitor in a Conveyancing Department.

**Duties:**

* General secretarial duties including typing letters, memos, emails and making phone calls
* Copying, scanning and preparing Title Deeds for closing
* Preparing replies to Requisitions on Title using Cort
* Liaising with Council and Land Registry on regular basis
* Providing any required ad hoc support to colleagues
* Assigned a Template Administrator role for tagging precedents and uploading them onto PracticeEvolve system

**Legal Assistant – John Glynn & Co Solicitors, Dublin 24**

***(June 2014 – December 2017)***

Providing administrative and paralegal support to Partner in the Litigation Department, Solicitor in the Conveyancing Department and assisting Manager with everyday office needs.

**Duties:**

* Maintaining database of cases and managing the filling system for all case files, closing and opening electronic and physical files
* Experience with liaising with clients and communication the progress of cases to clients and legal representatives
* Co-ordinating meetings between Solicitors, clients, insurance companies and barristers
* Drafting legal documents for clients and updating briefs and ensuring its delivery to relevant parties on time
* General paralegal support

**Education**

**Law Society of Ireland**

***(March 2019)***

Passed 3 FE1 exams – Criminal, Constitutional, Property

**University College Dublin   
*(September 2012 – May 2016)***

BCL (Hons) in Law

**Kings Inns, Dublin**

***(October 2015 – March 2016)***

Diploma in Immigration Law

**Presentation Secondary School**

***(September 2007 – June 2013)***

Leaving Certificate

**References**

Available upon request.