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| Annmarie Martyn  Address- Donnybrook Castle, Stillorgan Road, Dublin 4.  Email- [Annmarie11@live.ie](mailto:Annmarie11@live.ie)  Mob.- 086 0505873 | |
| |  |  | | --- | --- | |  | Employment History **Legal Secretary-(Property and Banking) RDJ LLP, The Exchange, George’s Dock, IFSC, Dublin 1**  March 2024 – Present   * Invoicing and transferring Electronic Funds Transfers * Opening new files on Mattersphere * Document management * Communicating with the Land Registry * Managing emails and phone enquiries. * Drafting Correspondence  Legal Intern- Real Estate, Eversheds Sutherland LLPOne Earlsfort Centre, Earlsfort Terrace, Dublin 2. September 2023 — December 2023  Duties and Responsibilities   * Created contract opening packs and closing packs on behalf of our client for individuals purchasing new homes. * Exchanged contracts for signing. * Scanned and distributed post. * Helped in all areas of selling new homes and residential properties.  Legal Intern- Dispute Resolution and Litigation, Eversheds Sutherland LLPOne Earlsfort Centre, Earlsfort Terrace, Dublin 2. February 2023 — August 2023  Duties and Responsibilities   * Efficiently coordinated the retrieval of Orders or documents from the Court Office or County Registrar. * Prepared and sent out demand letters, hearing notification letters, hearing outcome letters and supplementals on behalf of our client to individuals who were delinquent in their mortgage payments. * Actively engaged in Court proceedings, collaborating with Barristers and maintaining case attendance records. * Document management- requested Court Orders, drafted and filed Court documents, such as Affidavits of Service. * Responsible for having Affidavits stamped and sworn by another solicitor before being filed in the Central Office and Circuit Court Office. * Created comprehensive booklets for lodging in the Court's List room. * Conducted precedent research to support case arguments. * Scanned and distributed incoming post. * Trained new Interns on our Team, guiding them through our processes and our Case Management systems, including DM and Mattersphere. * Proofread documents/letters for the team before dispatching them.  Legal Secretary- McGrath and Associates- Family Law and ConveyancingSmithfield, Dublin 7. November 2022 — January 2023  Duties and Responsibilities   * Prepared Affidavits for filing. * Managed emails and phone enquiries. * Handled File Management, including the setting up of files and uploading of documents to court system. * Transcribed dictations and composed letters. * Scanned incoming post. * Engaged with and assisted clients. * Lodged cheques to the bank.  Over the Counter Sales Assistant- O' Flaherty’s PharmacyAthenry, Co. Galway. June 2019 — July 2022  Duties and Responsibilities   * Received training in "Over-the-Counter medications" and In-Store products. * Maintained a commitment to delivering exceptional Customer Service, tailoring solutions to meet their needs. * Effectively addressed and resolved customer concerns in a prompt, professional and efficient manner, escalating issues to management when required.   **Skills**   * **Time Management-** I gained valuable experience in efficient time management from interning in the Disputes Resolution and Litigation Department in many areas of my day to day duties. This was particularly relevant where we had to organise multiple booklets and documents for court within very specific timeframes. * **Teamwork-** I learned the importance of engaging in teamwork in day to day work activities. I have also realised it can be enhanced greatly outside of working hours through engaging in sports and other social activities. * **Communication-** I have worked in Customer Service for many years. I have excellent communication skills and feel confident in handling most situations that may arise in my day to day duties. * **Computer Skills-** Possess a very good knowledge of Word, Microsoft, Excel etc. * **Attention to Detail-** I have a natural appreciation of the importance of giving close attention to detail especially in the legal profession. * **Work Independently-** While I enjoy working as a team I can also work independently if and when required.   **Hobbies**   * Gym and Pilates * Horse Riding * Swimming | |  | EducationLaw Society of Ireland- Fe1 exams completed. **March 2021 — March 2023** National University of Ireland, Galway- LLB Degree 2:2 **September 2018 — May 2019** National University of Ireland, Galway- Bachelor of Arts Degree, Economics and Law 2:2 **September 2015 — May 2018** | |  | **References**  **John Kerin – Senior Associate, Eversheds Sutherland LLP**   * [**JohnKerin@eversheds-sutherland.ie**](mailto:JohnKerin@eversheds-sutherland.ie) * **01-6644276**  Niall McGrath - Partner, McGrath and Associates  * [**info@mas.ie**](mailto:%20info@mas.ie) * **01-661 3322**  Grainne O'Flaherty – Owner, O'Flaherty's Pharmacy  * [**shop@oflahertyspharmacy.com**](mailto:shop@oflahertyspharmacy.com) * **086 8552495** | |  |  | |  |