# BLANAID CALLAN

## Legal Secretary

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**PROFILE**

* Motivated FE1 candidate with strong organisational and interpersonal skills experienced at succeeding in fast-paced office environments - due to finish in March 2019
* Currently working as a Legal Secretary in one of Ireland’s largest and most progressive law firms, ByrneWallace
* Highly adaptable and a fast learner, with experience in diverse industries across Ireland, the UK, Germany, New Zealand and Australia

**SKILLS**

* Proficient at learning new procedures and taking ownership of projects
* Comprehensive working knowledge of the Microsoft Office suite and other systems
* Keen interest in embracing new technology
* Excellent client service skills and professional demeanour
* Trustworthy and ethical

**EDUCATION**

* 2018: Currently undertaking an FE1 preparatory course at LawSchool.ie
* 09/10 – 06/14: B.A. German Studies –University of Manchester (Classification: 2:1 Honours)
* 09/12 –07/2013: Albert-Ludwigs-Universität, Freiburg, Germany (Erasmus year)

**CAREER HISTORY**

07/18 – Present - **Legal Secretary** - ByrneWallace

* Experience working in the Property, Corporate and Employment departments
* Providing administrative support to solicitors while developing a commercial awareness and an understanding of the needs of the corporate client
* Drafting client documentation using advanced features of Microsoft Word 2010
* Supporting and maintaining client relationships
* Producing fast and accurate dictations
* Filing, organising, scanning and copying legal documents

05/18 – 06/18 **- Legal Administrative Assistant** - Office of the Director of Corporate Enforcement

* Gained comprehensive first-hand knowledge and understanding of company law rights and duties in Ireland
* Liaising closely with Detectives and assisting with confronting unlawful company behaviour by typing up witness statements and reviewing complaints forms

07/17 – 10/17 - **Education Co-ordinator** - Migration Institute of Australia

* Administration role in a fast-paced office environment in Sydney’s CBD
* Providing migration advice to a broad range of clients including prospective and settled migrants, employers, workers, students, families and humanitarian entrants
* Preparing materials for CPD courses, workshops, and online seminars
* Reporting migration agents’ CPD results to the Australian Government authority

04/17 – 07/17 - **Fruit Packer** - Swan Ridge Farms, QLD

* Completed compulsory regional work on a farm.

01/17 – 04/17 **- Digital Education Administrator** - Open Polytechnic, Wellington, NZ

* Member of the Information Technology & Education Design team at an Open University
* Implemented a scheme to help schools effectively embed digital technologies into teaching and learning

04/16 – 12/16 - **Receptionist and Booking Agent** - Adventure Q2 Hostel, Queenstown, NZ.

* Generalist receptionist duties at Queenstown’s top-rated hostel
* Strong emphasis on high levels of customer service (phone, email and face-to-face)
* End-to-end management of bookings and payments
* Advising and informing guests about tours and activities available and acting as a booking agent on their behalf

01/16 – 04/16 - **Office Administrator** - State Claims Agency (NTMA), Dublin

* Reviewing and correcting anomalies in filing and data storage of compensation claims against Irish State authorities
* Strong emphasis on attention to detail and analysis of documents

09/14 – 06/2015 - **English language teacher** Albert-Schweitzer Gymnasium, Sömmerda, Germany.

* Responsible for the planning and delivery of lessons to both primary and secondary school students
* Focus on preparing final year students for their English exam: <http://www.asg-soem.de/index.php/component/content/article/26-unterricht/fachvorstellungen/18-englisch>
* Delivered a regional presentation about Ireland which was attended by the Mayor of Thuringia

**INTERESTS**

* Enthusiastic Gaelic football player and longstanding member of Foxrock-Cabinteely GAA Club
* Skiing and snowboarding- completed a ski season on the South Island of New Zealand in 2016