

## **Caoimhe Mc Crea**

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### **Education and Qualifications**

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**2016 – 3 FE1’s obtained – Contract Law, Constitutional Law & Company Law**

**2014 – APA Loans and Regulations Qualification**

**2009-2012 – University of Ulster, Jordanstown**

**LLB Hons Law with Criminology –Graduated July 2012 – Degree 2:1**

**2002-2009 – Holy Cross College, Strabane**

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### **Employment/ Work Experience**

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**November 2014 – Present – Ivor Fitzpatrick and Company Solicitors**

Legal Executive –

- Currently I am tasked with handling over 800 cases for the Revenue Commissioner to include District and Circuit court matters.
- The role involves me liaising with the client, negotiating settlements and proposals with the defendants, defendant solicitors and defendant representatives. I am the first point of contact for the defendants and it is my responsibility to explain the current position to them and how it may unfold.
- My responsibilities include all aspects of the legal process from meeting with clients, taking instructions, issuing proceedings, enforcement of Judgment methods including registration of Judgment Mortgages; Publication of Judgments; referral to Sheriff; Instalment and Committal Applications.
- I tend to deal quite frequently with the defendants accountants when discussing the relevant Tax periods and liabilities outstanding which highlights my communication skills and expertise in this area of work.

- I prepare monthly reports for management with a detailed breakdown of the activity and status of the cases. These are vital in order for us to know what areas we can delve deeper into in relation to improvements or mere changes to our strategies.
- Prior to this I managed over 1000 term loan cases for one of our larger financial institutions.
- This role involved advising the client in relation to any legal issues at hand in respect of proceeding on these matters.
- During my two years with this firm I have been responsible for drafting many legal documents, made the required briefs for court and on numerous occasions attended on counsel in the Four Courts.

## **July 2013 – November 2014 – Permanent TSB**

### Account Negotiator –

- My role in Permanent TSB as an account negotiator within the Arrears Support Unit department involved the assessment of Standard Financial Statements from branches and other financial institutions.
- It was vital that I was vigilant and exercised explicit attention to detail when carrying out these assessments. My role also involved project work and other ad hoc tasks such as working the post daily and also working through our collections mailbox. Within these areas of work I needed to be assertive when answering queries from both branches and underwriters.
- The main reason for this goal is to increase the amount of treatments for customers which will indeed be affordable and sustainable.

### Litigation Administrator –

- I worked in the legal team within the Arrears Support Unit within the bank for a period of 9 months.
- I feel that my role here enhanced my previous qualities and positive attributes with regards to banking and more specifically my legal background. It was my responsibility to work in conjunction with our solicitors whilst legal proceedings on accounts were coming to fruition. This involved communication via telephone and emails, ensuring figures and details were up to date on accounts, the completion of affidavits and the general process of a case from the pre-litigation stage to the court orders to the final repossession of the property.
- I feel strongly about this area of work due to my previous legal experiences and express a coherent manner when dealing with both solicitors and customers on a daily basis.

## **Jan 2013 –July 2013 Full-time Employment – Danske Bank**

- Danske Bank was my first full time job after I left University. I was based in a branch and learned to discover many key areas within the banking world.
- During my time in Danske Bank I held many responsibilities such as cash management, safe lock-up and every-day security measures within the branch. As a

cashier, it was my duty to balance all the tills at the end of every evening and resolve any problems which may have occurred during this process. I feel that this displays my reliable nature and dedication to the job.

- On a daily basis I was required to answer customer queries, sell banking products such as mortgages, visa cards and insurances. It was my responsibility to be approachable and helpful as well as being tactful in my work ethic. I was rewarded for my achievements with regards to product selling and good customer service as a whole which, in turn, gave me the confidence to welcome all tasks which were presented to me.

### **2010 – Summer Part-time Employment – Frylite Ltd**

**Office work** - The work in this part-time employment allowed for me to exert my organisation skills as I was required to manage and arrange office materials.

### **Part-time Employment 2006 – 2012 – ASDA, Strabane Checkout Assistant Supervisor.**

#### **Work Experience**

#### **2008 – Gransha Summer Scheme, Derry**

I took part in a summer scheme at Gransha Hospital, where I became a carer for young children ranging from the age of 3-12 with various disabilities. I found this specific experience rewarding as it became my responsibility to ensure these children enjoyed each activity and felt safe whilst doing so. It was a special experience befriending these children and becoming someone whom they believed they could trust.

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### **Skills**

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#### **Teamwork**

- I have enhanced my team-working skills by working as part of a group in seminars at University. Here, I contributed to the discussing of various problem questions and accumulating accurate solutions. Also, when undertaking my Tort law module, I worked alongside another member of my class in a moot. Together we wrote up our arguments and delivered them in a mock court setting. This has also developed my public speaking skills.
- During my interview for ASDA I took part in many team building exercises. In doing so I was able to display my ability to interact with others whom I did not know and to work well as part of a team with regards to guidance and taking responsibility for decision making.

#### **Time Management**

- Throughout my years at university my time management skills were developed by completing various assignments in a limited time. I found that by creating a timetable ensured

that I got all my work complete on time and assists when working under pressure. This also highlights my organisational skills. Time management has been essential in both of my previous jobs; consequently it has always been important for me to adhere to it.

### **Research and Computer Skills**

- The law degree I have completed involved a lot of independent research and reading. I was required to research cases and journal articles for various assignments, using the legal databases and the library has enabled me to develop my skills in this area.
- I have an excellent understanding of Microsoft Office and I am very computer literate.

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### **Achievements**

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- Full Clean UK Driving Licence, held for 3 years.
- Various Top Achiever Awards throughout secondary school such as Highest Academic.
- An Award for achieving excellence in my GCSE's (7 grade A\*/A's)

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### **Interests**

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- I enjoy listening to all types of music, during my years at both primary and secondary school I was a dedicated member of both the Junior and Senior choir. I enjoy musical festivals and have experienced Glastonbury this summer.
- I enjoy participating in different activities and welcome any new and exciting opportunities that have ever come my way. I am an enthusiastic person with a positive attitude.
- I love travelling and visiting different countries. I enjoy skiing and have visited both Switzerland and Austria on numerous occasions. I would definitely consider travelling with work if the opportunity were to arise.

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### **Referees**

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**Amanda Zacharopoulou (Lecturer)**  
University of Ulster, Jordanstown Campus,  
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