

Christina Seitz-B.A., LL.M.

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I am a dedicated and accomplished individual with extensive experience in a variety of practise areas. An individual who can multi-task and prioritize assignments. I have developed a reputation as a highly motivated, organized team player who works well under pressure and has the ability to meet deadlines.

Work Experience:

Gartlan Furey, Fitzwilliam Square **Legal Executive - Private Client**

July 2016 - Present

- Assisting Team Head and Solicitors with various matters in the private client department;
- Attending meeting with clients;
- Maintaining Executorship and Trust Accounts;
- Preparing applications for Grant of Probate, including Revenue Affidavits and Oaths of Executors; and
- Maintaining client files and assisting with estate distribution;

Arthur Cox, Earlsfort Terrace **Litigation Secretary**

July 2015 – June 2016

- Provided assistance to a Senior Litigation Partner and two Associates, my duties included:
- Editing and amending large documents through track changes in Microsoft Word;
- Producing correspondence through dictation;
- Maintaining diaries, time entries and organising travel arrangements;
- Preparing monthly invoices for large clients and preparing expense claims;
- Maintaining a filing system both hardcopy filing and electronic filing; and
- Preparing books for Court/Counsel and draft pleadings for filing.

Alexander Holburn Beaudin & Lang LLP-(Vancouver, Canada) **Legal Administrative Assistant**

December 2014 – May 2015

- Provided assistance to two primary associates in the firm, my duties included:
- Litigation priorities including collecting/preparing of documents and opening and closing files;
- Through dictation I produced correspondence for both the client and opposing counsel;
- File organisation and maintenance and I maintained a docketing system;
- Prepared documents for court including the provincial and supreme court;
- Managed calendars, time entries and also organised travel arrangements;
- Drafted legal correspondence, pleadings and affidavits;

Harper Grey LLP

July'14-December'14

Legal Administrative Assistant (floater) -(Vancouver, Canada)

- Through my role as a floater I was able to gain experience in a wide range of practice groups including, health, family, insurance and personal injury;
- Provided legal administrative relief for both partners, associates, paralegals and senior LAAs;
- Prepared documents for court including the provincial, federal and supreme court;
- Through dictation I produced correspondence for both the client and opposing counsel;
- File organisation and maintenance, I also maintained stringent BF systems and diaries;
- Managed time entries through the accounting programme Elite;
- Generated both month end accounts and manual accounts.

Legal Administrative Assistant (maternity leave cover)

- Provided legal administrative relief for the senior legal partner, duties included drafting legal correspondence, pleadings and affidavits;
- Litigation priorities including collecting/preparing of documents and opening and closing files;
- Proficient with a number of legal programmes including; PC law, File tracker and maintained a Bring Forward System;
- Performed specific client file procedures with respect to Patent, Trademark and Industrial Designs;
- Maintained files, indexed for civil litigation also attended to Federal court filing e.g. arranging for process server for filing/serving of documents;
- Letter writing from precedence and also word processing from dictation;
- Updating the bring forward system and client database system as needed e.g. court deadlines, TM/Patent deadlines and pulling files for daily BFs and distributing as needed;
- Provided reception relief as need e.g. keeping track of general office supplies; answering the phone and distributing incoming e-mails, mail and faxes;
- I wrote and implemented the *"Incoming Client Protocol"*, outlining the steps for client appointments which included the preparing of a new client package.

Capreit Real Estate-(Vancouver, Canada)

November '12-July'13

Senior Property Administrator

- Filed and managed A/R reports dealing with collections and prepared files for RTB;
- Co-ordinated maintenance work e.g. organised and scheduled contractors also organised the site maintenance team;
- Provided administrative relief to the property manager and the rental office;
- Filed and served dispute resolution papers with Residential Tenancy Branch and organized collection files;
- Maintained correspondence between the rental office and existing/prior tenants, through email, telephone and fax;
- Prepared end of month reports such as availability reports, accounts receivable and pest control log with the use of excel, PowerPoint and word;
- Responsible for the purchasing portfolio, ranging from the ordering cleaning supplies to renovating entire units;
- Dealt with residential disputes on a daily basis and I was responsible for finding a suitable solution, composing warning letters etc.

Education:

- **Postgraduate-Trinity College Dublin (TCD) School of Law,** (Oct '10-July '11)
Masters in Laws (LLM) **Grade 2:1**
- **Undergraduate- Dublin City University, Law and Government School** (Sept '07- May '10)
B.A. (Hons) in Economics, Politics and Law **Grade 2:1**

Voluntary Work:

- Volunteer Christmas Hamper Packer with St. Vincent De Paul
- Volunteer at the annual ARC Fashion Show in aid of ARC Cancer Support

References Available upon Request