



CHRISTOPHER MCANENLY

Vancouver, British Columbia
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PROFESSIONAL SUMMARY

Dedicated and results-oriented Law graduate with demonstrated teamwork, coaching and leadership skills. Experience working in the legal sector in Ireland and Canada. Effective communicator, both verbally and in writing, gained through my experience working directly with clients and within a team setting.

SKILLS

- Legal Research
- Client Support
- Case Management
- Legal Document Preparation
- Interpersonal Skills
- Legal Correspondence
- Critical Thinking
- Document Drafting
- Relationship Building

EXPERIENCE

Legal Assistant March 2023 - Current

Harper Grey LLP | Vancouver, British Columbia

- Collaborated with solicitors to manage complex estates, including the resolution of disputes and distribution of assets.
- Assisted clients in navigating probate proceedings, ensuring compliance with relevant laws and regulations.
- Advised clients on estate-related matters, providing tailored solutions to meet their unique needs and objectives. Organizing client meetings and preparing documents for signing in person and via DocuSign.
- Assigned as training lead for legal assistants new to the firm. Trained them on applications such as NetDocuments, Elite 3E, B.C. Registries and SharePoint which is our file opening and conflict reporting system.
- Registering wills and codicils with the B.C. Wills Registry, ensuring all details are correct and securing the documents in our vault and maintaining the wills database records.
- Collaborated with cross-functional teams, including paralegals and support staff, to streamline workflows and enhance overall efficiency.

Legal Assistant

July 2022 - March 2023

Boughton Law Corp | Vancouver, British Columbia

- Cultivated strong client relationships through effective communication and a client-centred approach.
- Conducted comprehensive legal research and analysis to support the drafting of wills, trusts, and other estate planning documents.
- Carry out end of month billing, invoicing clients and processing invoice payments as well as retainer fees.
- Maintain bring forward systems of work to ensure follow up and receipt of requested materials and documents.
- Maintained meticulous records and documentation for estate files, ensuring accuracy and compliance with legal requirements.

Legal Analyst

May 2021 - April 2022

Brightflag | Dublin, Ireland

- Manage and coordinate a small team of legal analysts to deliver reports within a 48 hour turn-around period.
- Supervise machine learning models to correct their legal work across all matter categories, requiring I have an understanding of the practical administration by solicitors of legal matters from litigation to M&A.
- Work with our customer support team to address customer issues/feedback and deliver legal spend insight.
- Carried out onboarding training with new employees.

Legal Intern

August 2017 - September 2018

Downes Solicitors | Dublin, Ireland

- Assisted staff with diverse projects related to litigation and corporate law.
- Reviewed client files and organized important documents for trial preparation.
- Performed document review tasks using e-discovery software platforms.
- Attended court proceedings to observe and learn about legal process firsthand.

EDUCATION

Final Examination - First Part (FE-1s)

Law Society of Ireland

2:1 - Postgraduate Diploma in Law

Technological University Dublin, Dublin

2:1 - MSc in Management (Strategy)

Dublin City University, Dublin

2:1 - Business Studies

Dublin City University, Dublin

500 Points

St. Macartans College, Monaghan

KEY ACHIEVEMENTS AND INTERESTS

- Moved to Vancouver in 2022 to live and work abroad and to experience a new culture.
- Enjoy an active lifestyle and partake in sports such as running, football, cycling, skiing and swimming.
- Completed the Vancouver marathon, 2023.
- Helped lead Harper Grey's sports club which entered teams into basketball, softball and dodgeball leagues.
- Received an academic award for my Leaving Cert performance.

REFERENCE

Available upon request.