**Claudia Ingoldsby**

**63 Carndonagh drive, Donaghmede, Dublin 13.**

**0851502012**

**claudiaingoldsbyxx@hotmail.com**

**Profile:**

I am an enthusiastic college graduate with excellent communicative, organisational, analytical and interpersonal skills. I am an ambitious and hardworking person who wishes to pursue a career as a solicitor because of the varied and challenging work load. I work well with others as part of a team but I also have the ability to complete tasks independently with great job satisfaction.  I am very interested in travel and am an avid reader.

**Education*:***

 **Dublin City University: 2013-2016**

* 2.1 Higher Division BCL Degree in Law and Society

**Grange Community College: 2007-2013**

* Leaving Certificate -  2013.
* Junior Certificate - 2010.

**Employment**

**Fagan Bergin Solicitors: February 2017 – Present day**

Legal Executive / Legal Secretary.

I began at Fagan Bergin Solicitors initially as a legal secretary and was promoted in May 2017 to the position of Legal Executive.

**Legal Executive**

Conveyancing

* General Correspondence with the corresponding banks and opposing solicitors.
* Preparation of loan documentation & draw down of funds.
* Preparing declarations such as FHD, S.72, Declaration re ground rents etc.
* Preparation of completion accounts.
* Preparing apportionment accounts for various charges.
* Providing and discharging various undertaking's as appropriate.
* Replying to requisitions on title.
* Scheduling of Title documents for completion.
* Preparing deeds of transfer, assent and assignment.
* Correspondence with various county councils with the view of obtaining exemption / discharge from NPPR charges.
* Correspondence and preparation of various forms for Revenue general / specific clearance from LPT.
* Various land registry and registry of deeds registrations I.e. First Registration, Release of Charge etc.
* Preparing Section 68 letters with the outline of fees and applicable outlays.
* When required, meeting with clients to obtain signature of various documentation.

Probate

* General File maintenance and management
* Completion of CA24
* Preparation of Oath’s Executor
* Creation of Executor / Beneficiary statements of account.
* Creation of booklets of corresponding documents to the completion of the estate.
* Corresponding with various financial institutions in the view of obtaining final certificates of balance.
* Creation of prior gifts forms and indemnity and legacy receipts.
* Attendance on the probate office for the lodgement of forms.
* Preparing various affidavits / declarations as appropriate for the dismissal of wardship
* Creation and witnessing of wills.
* Correspondence with various medical professionals in relation to testamentary capacity.

Litigation

* Creation of various briefs for a variety of cases ranging from circuit court matters to high court matters.
* General correspondence with counsel.
* Completion of PIAB forms.
* Preparing of declarations of service.
* Preparing Affidavit of Means and booklets of corresponding documentation.
* Correspondence with various professionals with the view of obtaining certificates of value or opinion.
* Attendance on the various courts to lodge and stamp documents as required.
* Preparation of various pleadings as required.

**Legal Secretary**

* Witnessing of Wills.
* General meet and greet of clients.
* Dictaphone typing along with independently composing draft letters for various files.
* Corresponding with solicitors of other firms and financial institutions by email and telephone
* Scheduling of Title Documents
* General secretarial duties including managing the telephone switchboard, faxing, photocopying, arranging meetings, managing the office diary and Post /DX management.

**Greene Solicitors: November 2016 – January 2017**

Legal Intern

* Preparing briefs for Counsel,
* Preparing and witnessing Wills
* Preparing documentation for Probate.
* Attendance on the Probate Office and Four Courts to stamp and file documents,
* Preparing licensing applications for local pubs including annual licensing and special exemption licencing
* Dictaphone typing along with independently composing draft letters for various files.
* Corresponding with solicitors of other firms and financial institutions by email and telephone
* Scheduling of Title Documents
* General secretarial duties including managing the telephone switchboard, faxing, photocopying, arranging meetings for the Partners of the firm, managing the office diary and Post /DX management.

**Wilson Moore Estate and Letting Agents: June 2016 – November 2016**

Secretary / Office Admin / Bookkeeping

**Phase Eight Concession Arnotts: August 2014 – June 2016**

Style Advisor

**Leahy & Co Chartered Accountants: March 2011 – August 2014 (Flex Work)**

Receptionist

**References:**

* Available upon request.