Debbie Siu

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| Contact  **Address**: : 31 Rahenny Park, Lusk, Co. Dublin  **Phone**: : 0872210168  **Email**: : debbiesiu99@gmail.com |  | Professional summary  I am a fast-learning, enthusiastic and confident problem-solver with a strong skill set. I have significant legal experience having worked in fast-paced litigation departments at two law firms, mostly recently, in the litigation department at one of Ireland’s largest commercial law firms. |

**Skills**

* Strong communication skills
* Skilled team player
* Strong organizational skills
* Highly proficient in use of Microsoft Office and Legal Systems
* Time management and prioritization skills
* Attention to detail
* Independence and initiative
* Work well under pressure in a fast-paced environment
* Problem solving
* Working independently

**Work history**

Legal Executive – April 2023 to present

Matheson LLP – 70 Sir John Rogerson’s Quay, Dublin

Litigation legal executive within the Debt Recovery and Enforcement department at Matheson LLP

Responsibilities include:

* Drafting complex Circuit Court and High Court proceedings
* Preparing proceedings for filing and service
* Liaising with counsel in relation to upcoming court dates
* Preparing papers for court dates
* Negotiating payment arrangements with borrowers in debt recovery matters
* Dealing with legal instructions received from clients and ensuring all necessary pre-litigation steps have been completed prior to the commencement of proceedings (eg, pre-litigation letters, statute of limitations checks)
* File management on a large case load using KeyHouse software, drafting client reports
* Work on internal fee-earner meeting to include: preparing detailed meeting pack, chairing the meeting, preparing detailed minutes thereafter
* Reporting directly to senior partners and working closely with fee-earners of all levels on various matters

Legal Executive – February 2022 to March 2023

Belgard Solicitors – Block B Cookstown Court Old Belgard Road Tallaght Dublin 24

Responsibilities included:

* Worked as a legal executive initially in the conveyancing and mortgage team and then moved on to a legal executive position on the debt & enforcement litigation team.
* Receiving and setting up instructions
* Reviewing loan documents prior to issuing same to Solicitors
* Reviewing title pre and post draw down.
* Drafting procedures and facilitating training with team members
* Liaising with clients and attending to various queries
* Creating and reviewing client and in house reports on a weekly basis
* Managing my own files and reviewing the progress of the actions.
* Reviewing Title pre-sale and acquiring any further documents required
* Liaising with Solicitors, team members and clients
* Reviewing Title pre-sale/ Post Sale and acquiring any further documents required

Shop Assistant – September 2021 to February 2022

Circle K - Artane, Dublin

Responsibilities included:

* Follow any specific tasks management had for me.
* Make sure all paperwork was completed for the deli and the counter, such as the HACCP and cleaning schedule.
* Help all customers with any queries when serving them and providing clear and concise communication. Assisted customers when they were unsure of the product they were looking for.

**Education 2018-2022**

* **University**: Maynooth University
* **Degree:** Bachelor of International Law
* **Grade:** 2:1
* **2020-2021:** Erasmus year in Krakow
* **FE1 examinations passed to date :** Company Law, Tort Law, Property Law, Constitutional Law, Equity Law, EU Law (I am currently awaiting the results for Criminal Law and Contract law).

**ACHIEVEMENTS AND VOLUNTEER WORK**

* Winning the Garda Youth award for contributing to community to make it it better place to live
* Winning Quartz award in Belgard Solicitors
* Winning award in Belgard Solicitors for displaying the best team work and helpfulness
* Volunteering with Junior Achievement Ireland
* Completing two pathways (which are part of Matheson’s internal education programme)
* Volunteering with the FLAC information line
* Participating on the podcast (in) justice is served