

Emily Forde
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WORK EXPERIENCE:

Hibernian Legal International Limited, Dublin
Manager: Tracing & Lifestyle Department

March 2015-Present

- Conducting lifestyle and asset verification enquiries.
- Co-coordinating and overseeing the Tracing & Lifestyle Department.
- Investigating property ownership, including Land Registry, Registry of Deeds & Judgment Office searches.
- Drafting and finalising detailed reports and correspondences.
- Being in constant communication with clients and subcontractors.
- Prioritising workload and delegating tasks to team members.
- Working on large property projects relating to loan book sales.
- Maintaining good working relationships within the firm.
- Assisting the Litigation department making court attendances and filing papers in the central office.

EDUCATION:

Law Society of Ireland
Final Examinations

October 2015- Present

6 Fe1s passed, awaiting results from autumn 2016 sitting

University College Cork
Masters of Law in Business Law
2nd class Honors Grade 1

2013- 2014

University College Cork
Bachelor of Law BCL
2nd class Honors Grade 1

2010-2016

Mount Mercy College, Cork
Leaving Certificate
485 points

2004-2010

SKILLS

Proficient use of Land Direct, Experian, Vision-net, Microsoft Word, PowerPoint, Outlook and Excel.

INTERESTS

Travel; Camoige; Gaelic Football; Reading; Spinning

References available upon request.

