

**EMMA KERR**  
**7 SEABURY CRESCENT**  
**MALAHIDE**  
**CO. DUBLIN**  
**(083) 198 1313**  
[missekerr@gmail.com](mailto:missekerr@gmail.com)

## **PROFILE**

I am a highly motivated, reliable and hardworking legal professional with a desire to qualify as a solicitor. I am well organised with excellent attention to detail and have demonstrated the ability to provide exemplary services to corporate clients both in the private and public sector. I have worked in multiple industries to include Legal Services, Financial Services and Banking Services. My experience to date, has afforded me the opportunity to not only increase my skillset but also transpose my knowledge and transferable skills to each new role.

## **EDUCATION AND TRAINING**

**2018 – 2019:** Successfully completed eight FE1 exams (The Law Society of Ireland)

**2014 – 2017:** (part-time) Dublin Institute of Technology (DIT) BBS Bachelor of Business Studies [2.1 Honours]

**2012 – 2013:** Dublin Institute of Technology (DIT) Year 1 International Business and Languages (French)

**2006 – 2012:** Holy Faith Secondary School, Clontarf, Dublin 3 - Leaving Certificate

## **WORK EXPERIENCE**

**Irish Water, Talbot Street, Dublin 1**

**July 2021 – Present**

**Paralegal (Permanent)**

- Taking instructions from solicitors
- Working independently on District Court matters to settlement and Litigation stage
- Assisting with the management of Circuit Court and High Court matters
- Drafting Appearances, Affidavits, Motions, Notice for Particulars and requests for Discovery
- Drafting case note memorandums
- Briefing Counsel
- Collating booklets for Counsel and Experts
- Filing documents in multiple Court offices
- Arranging consultations with Counsel and business units, attending meetings and note taking
- Conducting legal research
- Managing and collating all Freedom of Information requests and documentation
- Corresponding with external solicitors, County Councils and the Courts Service of Ireland
- Liaising with multiple business units across the organisation at all stages of the Litigation process
- Updating and maintaining large number of Litigation files (both hard and soft copy)
- Maintaining and updating Contract and Settlement Agreement registers
- Diarising key dates for the Litigation Department
- Gained great knowledge of the office software (Repstor)

**AmTrust International Underwriters, College Green, Dublin 2**

**September 2020 – June 2021**

**Legal Executive (Contractor)**

- Took instructions from solicitors
- Drafted commercial insurance contracts in line with Regulations as laid down by the Central Bank of Ireland (CBI) and the European Central Bank (ECB)

- Scheduled contracts according to a defined guidelines procedure and updated contract schedules on a weekly basis
- Liaised with multiple business units across the organisation at all stages of the Contracts process
- Diarised key dates and diary management for the Legal Department
- Organised, attend meetings and note taking
- Maintained all Contract registers within Ireland and Europe

**Beale & Co LLP, Grand Canal Street Lower, Dublin 2**

**September 2019 - May 2020**

**Legal Executive (Permanent until Covid-19 then made redundant)**

- Took instructions from solicitors
- Assisted with the management of Circuit Court and High Court matters to Litigation stage
- Drafted Appearances, Affidavits, Motions, Notice for Particulars and requests for Discovery
- Collated booklet of Authorities, High Court and Court of Appeal booklets to Counsel and Experts
- Attended Court
- Conducted legal research
- Corresponded with external solicitors, Government bodies and the Courts Service of Ireland
- Drafted letters of instruction to Counsel and Experts
- Filed documents in multiple court offices
- Liaised with the Workplace Relations Commission throughout all stages of the Adjudication's process
- Updated and maintained large number of Litigation files (both hard and soft copy)
- Diarised key dates for all fee earners
- Gained great knowledge of the office software (Partner and Peppermint)

**AIB, Adelaide Road, Dublin 2**

**January 2019 - September 2019**

**Legal Executive Assistant (Contractor)**

- Collated Title and Mortgage Deeds into "mortgage packs" as part of AIB's loan sale project
- Increased knowledge of the law relating to property arrears and loan sales in accordance with guidelines from the Central Bank of Ireland (CBI) and the European Central Bank (ECB)
- Conducted legal research
- Followed a quality procedure to ensure documents are correctly prepared for due diligence checks
- Followed up on solicitors' undertakings
- Identified cases where further legal support may be required and taking instructions from solicitors

**Ipsos MRBI (Market Research Bureau of Ireland) MRBI**

**September 2013 - January 2019**

**Administrator (Permanent)**

- Assisted in the drafting of client reports' and conducted research on various topics
- Organised research packs for interviewers nationwide
- Liaised with management on a regular basis to present key findings to clients
- Prepared presentations via PowerPoint when required
- Management of reception
- Post management

**ACHIEVEMENTS**

- Full, clean driver's licence

**References are available on request.**