

Emma Purdy

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PROFILE

I am an enthusiastic, reliable, responsible & hardworking individual. I am confident in my ability to handle all challenging situations in a professional manner. I have excellent communication skills that I have built up over the years in my various jobs. I am able to adapt to any situation, I enjoy working under pressure as it motivates me to succeed. I have worked amongst many teams & enjoying talking with people. I am sensitive to client concerns & always seek the best resolution. My passion for law is important to me as making an impact on people's lives in a positive and beneficial way is what I strive for. Maintaining good client relations is pivotal in the success of any company.

Technological University Dublin Dublin, Ireland Undergraduate Bachelor of Laws Degree 2020 - 2023

Coursework: Criminal law, Tort law, Family law, Constitutional law, EU law, Company law, Property law, Jurisprudence, Equity, Evidence law, Law & Technology, EU Human Rights law, Employment law, Administrative law, Prison law, Core legal skills, Contract law & Critical approaches to law and society.

Dun Laoghaire Institution of Further Education Dublin, Ireland Animal Care Assistant/ Dog Groomer Level 5 QQI Qualified Certification **1 year /2018- 2019** Welfare of Animals, animal husbandry, grooming, veterinary assistant training

Secondary School Dublin, Ireland **2012-2018** Firhouse Community College

WORK EXPERIENCE

ByrneWallace LLP Dublin, Ireland, Paralegal (Commercial Property Department) April 2024- Present

-Conducting due diligence processes for new clients by use of conflict searches, requesting AML from clients, setting up matters and liaising with compliance to onboard new clients.

-Drafting Land Registry and Registry of Deeds applications, drafting responses to letters of queried, rejected or abandoned from the Land registry.

-Drafting Letters of Engagement, Letters to various solicitors enclosing documents or responding to queries, Letters to clients, lending institutions and the District Courts.

-Preparing closing documentation for issuing upon date of closing, preparing deeds to be sent on ATR or final receipt, checking deeds from other firms to ensure that all documents are correctly executed and

issued as promised.

-Drafting of Licencing documents such as Notices of Application manually and on CSOL, Letters to all Notice parties, Affidavit of Services, Board Minutes, as well as drafting and obtaining documents for briefs to counsel.

-HSE Champion for the Property and ICE departments which entails drafting and issuing Letters of Engagement, setting up new client matters, saving all email correspondence and Attendance notes relating to HSE matters to the HSE evolve system, liaising with both departments to answer queries relating to updated forms, LOEs, Legal Service Users, billing and new contract requirements.

-Administrative duties such as scanning, printing, filing, issuing post, ordering couriers, scheduling deeds, registering undertakings, deeds and Tailte Eireann applications on Eolas, filling out fee earner expense forms, setting up physical files and electronic files on DMS.

-Issuing funds via cheque, land direct or EFT, remitting funds into the client account, drafting invoices, obtaining petty cash for swearings and stamping of court documents.

McKenna & Co Solicitors Dublin, Ireland Legal Secretary (Conveyancing) November 2023 - April 2024

-Correspondence with other solicitors, brokers & banks in order to communicate about funds & assets of the clients.

- Scheduling of title deeds, liaising with the Property Registration Authority and Banking Institutions.

-Drafting of letters to clients, solicitors and banks in relation to property matters eg. Purchase, Sale or Remortgage of a property.

- Requesting documentation from vendor solicitors or purchaser solicitors to submit to the lender.

- Answering calls transferring to relevant fee earner/ taking detailed call log on case management system to notify fee earner.

- Submission of loan documentation to lender institutions, responding to lender queries regarding registrations.

- Attending meetings to aid with administerial duties & take minutes in order to keep record of client meetings.

- Going to visit various courts to provide or receive documentation required by the court or the Solicitors.

- Preparation of documents faxing, filing or posting by legal postal service or in person signings of documents.

- Organisation of diaries, scheduling appointments & arranging meetings for clients.

- Provided digital marketing skills to aid with social media presence of the firm on various platforms.

H&M College Green – Flagship store Dublin, Ireland Retail Sales Assistant August 2021 – June 2022

- Processing sales transactions, stock returns & providing Customers with a fantastic Customer service.
- Processing stock within the stock room, meeting daily stock replenishing targets aiding with visual merchandising.
- Helping customers look for items, sizes & providing helpful opinions when asked by customers.
- Cleaning & maintenance of the fitting rooms, stock room, floor management & clothes rails throughout the day.
- Resolving customer service issues with professionalism & good communication skills.
- Working as a team to uplift one another & help each other throughout the day, Strong communication & teamwork atmosphere was always encouraged.

McKenna & Co Solicitors Dublin, Ireland Legal Trainee Two Week Work Experience Feb 2020 – March 2020

- Correspondence with other solicitors, brokers & banks in order to communicate about funds & assets of the clients.
- Attending meetings to aid with administrative duties & take minutes in order to keep record of client meetings.
- Going to visit various courts to provide or receive documentation required by the court or the Solicitors.
- Preparation of documents faxing, filing or posting by legal postal service or in person signings of documents.
- Organisation of diaries, scheduling appointments & arranging meetings for clients.
- Provided digital marketing skills to aid with social media presence of the firm on various platforms.

Eason & Sons Ltd O'Connell Street – Flagship store Dublin, Ireland Retail Sales Assistant July 2019 – June 2020

- Upselling to customers whilst listening & helping find what books they required.
- Managing stock levels, replenishing areas of the stock that were low, checking internal stock room for customers.
- Cash management duties each shift required Opening cash duties & closing cash duties & Cashier throughout the shift.
- Time management & organisation skills applied to ensure each duty was completed throughout the day.

- Merchandising duties, required maintaining & creating new displays for different events & holidays throughout the year.
- Passion for Books, enjoying reading and having an overall interest in the area was extremely helpful in order to aid customers & relate to their needs whilst buying books.

VOLUNTARY EXPERIENCE D.S.P.C.A Dublin, Ireland Weekend Volunteer June 2017 – July 2019

- Walked all dogs in the kennels each dog gets a walk for 15 minutes, all dogs are walked again in evening.
- The cleaning and sterilization of all the cat & dog kennels in the treatment unit & filling up of food & water bowls - Cleaning out any kennels for dogs awaiting adoption, changing of beds, toys, food & water bowls.
- Checking off a list of each dogs medical needs & supplying them with the correct medicine under supervision.
- Bringing different dogs out into a play area to allow them to interact with other dogs & potential adoptive parents.
- Aiding the treatment team with bringing over dogs or cats to the veterinary clinic in order to receive medical treatment.

SKILLS AND INTERESTS / AWARDS AND ACHIEVEMENTS

Technical: Proficient in Microsoft Office ie. PowerPoint, excel, word, Courtbase & Keyhouse, DMS.

Languages: English- Native, Irish - Intermediate

Interests: Hiking, Reading, Swimming, Gym activities & Animals

REFERENCES – Upon Request