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| Emmajane Reidy Lloyd   |  |  | | --- | --- | | Legal Executive | 0896045616 | | |
| Details 0896045616  [emmajane1@live.ie](mailto:emmajane1@live.ie) Skills  |  |  | | --- | --- | | Multitasking | | |  |  |  |  |  | | --- | --- | | Excellent Communicator | | |  |  |  |  |  | | --- | --- | | Knowledge of Legal Terminology | | |  |  |  |  |  | | --- | --- | | Strong Attention to Detail | | |  |  |  |  |  | | --- | --- | | Law Office Technology – BCL, Practice Evolve, Keynote | | |  |  | | |  |  |  |  | | --- | --- | --- | --- | |  | | Profile | | |  | Highly effective and experienced Legal Executive with extensive knowledge of general office procedures and support required to effectively assist in a legal environment. Adept in drafting documents, liaising with relevant parties, interviewing clients, and preparation and upkeep of files. Experienced in maintaining office and client records, both by applying excellent organizational and office management skills on a daily basis. A strong team player that effectively maintains working relationships with co-workers, supervisors, and clients.  Experience in the areas of Private and Commercial Conveyancing, Personal Injuries, Criminal Defence, and Judicial Review. | |  |  |  |  |  | | --- | --- | --- | --- | |  | | Employment HISTORY | | |  | Legal Executive at Shannon and Connor Solicitors LLP, Dublin June 2022 – Present   * Currently working as a Legal Executive assisting with the Head Managing Partner of the Conveyancing Department. * Responsibility would include complete running of files for Residential Home Buyers and Purchasers, as well as Commercial Conveyancing and Housing Developments. * Specifically dealing with First Time Buyers and involvement in the entire process including issuing Pre-Contract Enquiries, ordering Searches, preparing Requisitions on Title and Requisition 45's, Drafting Deeds of Conveyance, Assignment and Transfer, Scheduling Title Deeds, Completion of Mortgage Documentation, and Registrations. * Responsibilities also including Land Registry Applications, Title Deed Management, Commercial and Residential Loan Applications, First Home Scheme Applications, Applications for Stamp Duty.  Legal Executive and Legal Secretary at Patrick F. O'Reilly & Company Solicitors, Dublin February 2021 — June 2022   * Previously secretary to the Managing Partner of the Conveyancing Department subsequently promoted in February 2022 and now training underneath the Managing Partner as a Legal Executive. * In charge of Registrations Process for matters, including First Registrations, Registry of Deeds Forms, and answering PRA queries in relation to same. * Invoicing and Billing Clients as well as basic Secretarial Duties such as filing and upkeep of physical files, scheduling Solicitor's diary, dictation and use of Case Management Software. * Executive Duties such as attending client meetings, assisting with queries from clients and other Firms, preparing Sales and Purchases for closing, Transferring funds. * In charge of Registrations Process for matters, including First Registrations, Registry of Deeds Forms, and answering PRA queries in relation to same. * Invoicing and Billing Clients as well as basic Secretarial Duties such as filing and upkeep of physical files, scheduling Solicitor's diary, dictation and use of Case Management Software. * Executive Duties such as attending client meetings, assisting with queries from clients and other Firms, preparing Sales and Purchases for closing, Transferring funds.  Office Secretary at B.F.C.D Chartered Accountants October 2020 — January 2021  • Greeting clients and ensuring Covid-19 guideline compliance by ensuring Covid 19 forms are filled out and that meeting rooms are sanitised. • Answering phone calls and directing them to the right departments • Dictation and typing of letters, emails and tax related memos. • Typing and marking up of invoices and fee notes. • Assisting the office manager in installing a new IT system. • Filing and organisation of files from across different departments. • Working closely with the Company Secretarial Manager and assisting with their workload, which included minute book filing, company seal organisation and filing, drafting of minutes and liaising with companies and the CRO. Legal Secretary at F. H. O'Reilly & Company Solicitors, Dublin October 2019 — February 2020   * Legal Secretary for Principal Solicitor of the Firm, focusing on Personal Injuries. * Extensive diary management using Outlook diary system, which included organisation of client meetings, court dates, and deadlines. * Production of letters, emails, and legal memos through dictation. * Production and marking up of legal documents, such as affidavits, exhibits, and briefs as well as typing, copying,  scanning, and printing. * Covering for other legal workers during absences and assisting with work overload. * Answering and directing phone calls for the office and dealing with messages for the Principal Solicitor. * Organisation, filing and up-keep of all personal injury claims files.  Legal Secretary and Legal Executive at Tony Collier Criminal Defence Solicitor October 2018 — September 2019   * Legal Secretary of the Principal Solicitor, specialising in Criminal Defence and subsequently promoted to Legal Executive, with further case responsibilities and heading up the Judicial Review Section. * Assisting the Principal Solicitor closely, shadowing him in the District Court, which involved looking after clients, liaising with An Garda Siochana and Barristers, completing legal documentation such as Legal Aid Forms, Recognisance and any documentation required by the Court * Attendance at the District Court and Circuit Court on a regular basis, including evening and weekend court sittings and attending the Civil Courts for judicial review work. * Responsibilities include swearing in juries, preparing and producing courtroom evidence and documentation, liaising between the Accused and the legal team, and taking legal notes of the proceedings. * Completing legal aid claims forms for the office and for prison visits. * Working on private cases which involved invoicing clients, ensuring receipt of payment, and organisation of private files. | |  |  |  |  |  | | --- | --- | --- | --- | |  | | Education | | |  | Bachelor's of Civil Law (Law and Society), Dublin City University, September 2015 — June 2018   * Graduated with an overall Upper 2:1 Honours in Final Year (67% Average) * Intellectual Property Law – 73%  — Jurisprudence – 70%  — Genetics, Law and Society - 70%  — Law and Dispute Resolutions – 70%  — Law of Evidence – 68%  — Administrative Law – 66%  — Jurisprudence II – 65%  — Law and Body Politics – 63%  — Equity and Trusts – 61%   **Completion of 8 FE1 Examinations -**  March 2023 | |  |  |  |  |  | | --- | --- | --- | --- | |  | | Further Relevant experience | | |  | Events Manager and Vice-Chair at DCU FLAC (Free Legal Advice Clinic) September 2016 — May 2018  **Certification in AML Training – May 2033**  **Manual Handling Certification – 2022-2023** | |  |  |  |  |  | | --- | --- | --- | --- | |  | | References | | |  | References available upon request | | |