

# Eoghan Davis

**Date of Birth** 25<sup>th</sup> of May 1997

**Contact Details** Mobile 0872905909 Email eoghandavis@hotmail.com

## PROFILE

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Ambitious and highly motivated Law Graduate, with 2 years' experience in Mortgage Litigation, Civil Litigation, Personal Insolvency and Debt Recovery in a busy law firm, representing large financial institutions and private clients. Proven to be an efficient and pragmatic worker, who can take ownership of tasks, and work effectively on own initiative or as part of a team, within busy and high- paced working environments. Proven fast learner, who will endeavor to see every task through to completion and carried out to a high standard. Currently in the process of sitting the FE1 Examinations, with a view to qualifying as a Solicitor in the near future.

### **Legal Executive/Legal Administrative Assistant, OSM Partners**

#### **Jan 2019 - Present**

- Worked in a variety of legal fields including Mortgage Litigation, Civil Litigation, Debt Recovery and Personal Insolvency
- Regularly complete instructions from Clients in a timely manner
- Advise clients with regards to advice from Counsel and other Solicitors
- Instruct Counsel with regards to relevant court dates and instructions from Clients
- Create and maintain various court trackers
- Draft and send letters to Plaintiffs and Debtors on behalf of Clients
- Speak directly with Plaintiffs and their representatives over the phone with a view to settlements
- Instruct agents to attend court sittings as required
- Carry out Land Registry searches and instruct Trace and Service Agents
- Ad hoc duties

### **Administrative Assistant, Turley Kelly & Co. Solicitors (Part-time) Jan**

#### **2018 – Dec 2018**

- Dealt with all incoming correspondence in a timely manner and scanned filings to ensure all documentation was recorded
- Resolve client queries via phone and email
- Send letters on behalf of Solicitors
- Update and maintain legal calendars and spreadsheets
- Arrange billings and prepare booklets for counsel

### **Stores and Sales Assistant, PowerPoint Engineering Ltd. May**

#### **2015 – Aug 2017**

- Assisted in maintenance of stores including stock taking
- Experienced using Mamut Business Software
- Responsible for general administrative duties in a busy office environment
- Communicating frequently with customers and resolving any issues, both over the phone and in person

## EDUCATION & SKILLS

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**2015-2018**      NUI Galway  
- **Bachelor of Civil Law; Second Class Honors**

**Languages:**      Good command of **German, Dutch**

**IT Skills:**      Proficiency in *Microsoft Excel, Outlook, Word, Partners for Windows*

## INTERESTS & HOBBIES

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**History & Current Affairs**

**Boxing,**

**Mixed Martial Arts**

**Running**

**Brazilian Jiu Jitsu**

**Music**