**Genevieve Gallagher**

Legal Executive

Dublin

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EDUCATION:

2014 **FE1s Passed:** Criminal, Equity, Tort, Land, Contract, Company and

Constitutional. (Awaiting the result of my final one EU Law)

2008 **LL.B (Postgraduate Degree in Law) 2.1**

National University of Ireland, Galway.

*Subjects:* Family Law, Land Law, Equity, International Business Law, Banking Law, Intellectual Property Law, Labour Law, Research Project: *The rights of unmarried fathers.*

2007 **B.A. (Law and Sociology and Politics) 2.1**

National University of Ireland, Galway.

*Law Subjects*: Irish Legal System, Contract Law, Legal Methods and Research, Tort, Constitutional Law, Media Law, European Human Rights, Health Law and Policy, European Law, Criminal Law, Company Law.

*I came top of my class in Criminal Law and in the top 10% of my class in Banking Law, International Business Law and Legal Methods and Research*.

2004 **Irish Leaving Cert 435 points**

RECENT EMPLOYMENT:

**June 2015-Present.** *Beauchamps Solicitors*

Legal Executive

-I currently work on debt collection files in the Litigation Department which involves managing an extensive work load.

-Some of my tasks include preparing Circuit Court documents for filing and service, drafting proceedings, preparing briefs for counsel, instructing agents, completing reports, managing court lists, liaising with clients, court staff and colleagues.

- I am gaining excellent experience in a fast paced corporate environment and learning about the different elements of debt collection, working in a supportive team environment.

-Staying calm under pressure, team work, strong organisational skills, an excellent attention to detail and problem solving are all essential to this role.

**January 2013-June 2015**. *O’Donnell & Sweeney Solicitors* (Initially Job Bridge scheme, became paid position)

Legal Assistant/Paralegal

-In conveyancing I prepared applications to the Property Registration Authority and liaised with same with follow up queries, applied for folio maps, carried out land searches and liaised with auctioneers and engineers.

* In debt collection I managed files from the Claim Notice right up to the committal summons which included preparing court documents and liaising with barristers.
* I attended the Circuit and District Court assisting the barristers and liaised with clients and witnesses.
* In probate I identified assets, liaised with financial institutions and the executor, drafted and submitted probate papers and liaised with the probate office.
* In Personal Injury I completed PIAB applications, set up medical appointments, liaised with insurers and the client and prepared court documents where required.
* In employment law I completed Workplace Relations Complaint forms.
* In Criminal I liaised with the Gardaí, other firms and the client.
* I chased clients for payment.
* I liaised with clients directly and responded to their queries on the phone and in person.
* I prepared court documents such as Orders, Summons and Judgements.
* I assisted the secretaries in preparing briefs up to High Court level.
* I managed databases and enter data using MS Excel, PowerPoint and Word
* I typed a high volume of letters using a dictation system.
* I answered a high volume of calls dealing with client queries and taking messages.
* I carried out extensive diary management, order stationery, manage the DX and post etc
* I also located files including closed files which are in storage.

**June 2011-June 2012**. *Islington Properties*, *London*

Office Co-ordinator.

-I drafted tenancy agreements and sent them to the client and tenant for signature and sometimes negotiated between the two and made amendments.

-I answered all calls and directed them to the relevant person or took messages.

-Managed the website, twitter page and window display as well as managing several databases, petty cash and holidays.

- I liaised directly with clients by matching them with properties and setting up appointments.

-I managed the diary, produced marketing packs, drafted sales letters and managed stationery.

-I arranged travel including booking flights and trains.

-I had several lettings files of my own to manage and progress ensuring I had all relevant documentation and money.

-I edited properties on our website and added photos using software called vebra live.

**March 2011** *Dawson Cornwell, London*

Legal Intern. I completed a two week placement scheme in a city law firm. It was a challenging, high-pressured role. I had to attend hearings, issue court orders, including ex parte ones, at the Principal Registry Family Division and High Court, prepare and photocopy court bundles, deliver bundles to chambers, assist clients to court, collect orders, investigate client’s bank details and apply for third party debt orders over the phone. I also had to go through case files and organise them chronologically.

**June ’10-May 2011** *Topshop, London*

Head of Replenishment I was head of the Replenishment team, having started at entry level in June. I had a team of three individuals to manage. My main focus was keeping our shop floor well stocked as well as all the usual retail aspects such as customer service and selling.

**December 2010**    *HCL Hanne & Co Solicitors, London*

Clerk I worked as a clerk on a family law case for the firm and took detailed notes. I summarised what happened each day for the solicitor who was unable to attend and liaised with the client and opposing counsel.

SKILLS:

**Problem Solving**– Coming from a legal background I have strong analytical skills. I enjoy solving client’s problems and finding solutions for colleagues who find challenges at work.

**Communication skills** – I currently liaise with legal professionals, clients and colleagues. I enjoy building relationships through communication. I am a good listener and good at taking instructions and acting on them. I am effective at communicating in person, on the phone and via email.

**Time Management** - I always complete assignments/tasks on time. I am good at juggling priorities and meeting tight deadlines.

**Organisation and Multi-tasking**-I am highly organised which is essential in a law firm. I am a good multi-tasker. Currently as a Legal Executive I have many tasks to complete within a short period of time and I enjoy the challenge.

**People** **Skills** - Having worked in retail and the legal industry I have the ability to deal with clients, listen to their wishes and provide them with excellent customer service and solutions to their queries.

**Attention to Detail**-I have excellent attention to detail which resulted in a promotion during my time at Topshop. I work quickly but ensure my work is accurate.

**Adaptability-**I am a very adaptable individual and can build a rapport with all kinds of people and can communicate to them in a way they can understand.

**IT skills-**I am highly IT literate. I use MS Word, Office and Excel extensively. I studied SPSS during my BA which means I am good at entering data correctly. I have used legal research websites and am good at working with databases. Currently I use Partner, Excel, Dictanet, Copernic, Outlook Express and in my last role I used Adobe Illustrator and Vebra Live. I currently research various areas of law for the solicitors at the firm.

**Research Skills-** Being a law graduate I have developed excellent research skills. I have also used these skills in various legal internships I have completed. These skills are particularly useful in my current role.

**Team work**-I am a team player and enjoy helping my colleagues and asking them for advice. I can also work independently without supervision.