

# Georgina O'Shea

Graduate of Economics, Politics and Law

FE1 Candidate

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## Personal Profile

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A graduate of Economics, Law and Politics with a strong interest in of the law surrounding companies and property. Experience in conveyancing, pension and trust law. Professional communication and client servicing skills. A solid understanding of the financial sector with a qualified financial advisor qualification. Currently sitting my final two FE1 examinations with the intention of commencing PPC1 in September 2022.

## Education

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<b>2020 – Present</b>	Law Society of Ireland:	FE1 Candidate (6/8)		
		Criminal Law	(57%)	Property (56%)
		Tort	(55%)	Company (51%)
		Constitutional	(50%)	Equity (50%)
<b>2020</b>	LIA:	Qualified Financial Advisor		
<b>2014 – 2017</b>	Dublin City University:	Economics, Politics and Law - BA (Hons) <b>2:1</b>		
<b>2014</b>	Sutton Park School:	Leaving Certificate - <b>400 points</b>		

## Work History

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### **October 2018 – Present Legal Executive – Independent Trustee Company Limited**

- Responsible for managing property investment transactions on behalf of Independent Trustee Company Limited's self-administered clients
- Advising solicitors regarding property transactions and the relevant pension and trust law
- Experienced in balancing deadlines within a target-based work environment
- Liaising with all teams within the company to ensure that stakeholders' expectations are met
- Coordinating with external parties including financial advisors, clients, accountants and solicitors to deliver effective outcomes
- Drafting legal documentation relating to property transactions
- Chair of regular internal and external meetings
- Participation in group projects such as property portfolio transfer
- Participation in marketing initiatives via monthly blogs
- Provision of training to staff
- Responsible for a portfolio of files relating to deceased clients and the efficient wind up of their pension structures
- Responsible for administration of pension adjustment orders in relation to client schemes
- Scheduling and arranging storage of title documents
- Arranging execution of legal documents
- Familiar with Land Direct website and submitting Form 17 applications
- Assisting with queries arising during registration of title

### **July 2018 – September 2018 Manager - Juke Cafe Wine Bar, Harbour Road, Howth, Dublin 13**

- Responsible for payroll and preparing of the weekly staff rota
- Point of contact for all suppliers and dealing with all orders that need to be made throughout the week
- Holding regular staff meetings and addressing any issues that have arisen since the last meeting was held
- Doing the same roles as mentioned hereunder when being assistant manager

### **Dec 2017 – July 2018 Assistant Manager – Juke Cafe Wine Bar, Harbour Road, Howth, Dublin 13**

- Responsible for hiring and training of new staff, cash lodgements, stock control and weekly staff rota
- Reports to business's owners on customer experience, receipt of new products and any issues encountered
- Acknowledges staff performance and provides feedback and support for staff issues

- Holder of keys to premises.
- Deals with customer complaints and inquiries
- Assists with business owner's decisions to increase revenue streams and meet profit targets

**Jul 2017 – Dec 2017      Waitress – *Juke Cafe Wine Bar*, Harbour Road, Howth, Dublin 13**

- Responsible for customer orders, serving of food and drink, general cleaning duties and food preparation
- Developed a detailed knowledge of the in-house wines to advise customers on their choices
- Acquired strong communication skills through interaction with customers
- Managed stock levels

**Jul 2015 - Jul 2017      Shop Assistant – *The Summit Stores*, Howth, Dublin 13**

- Provided a friendly and helpful service to customers
- Maintained high standards of presentation and cleanliness across the store
- Advised customers on key promotions and offers
- Carried out stock replenishment and received stock deliveries
- Trained new staff members into the job

**Other Qualifications**

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- Qualified Financial Advisor.
- 6 out of 8 FE1 Examinations passed.

**Personal Skills**

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- Strong interpersonal and communication skills
- Excellent organisational skills
- Able to work as part of a team and on my own
- Efficient multi-tasker
- Ability to work under pressure and meet deadlines
- Dedicated work ethic, responsible and trustworthy
- Focused and ambitious
- Adaptable with a positive attitude towards change
- Able to identify and solve problems
- Motivated, persuasive and goal orientated
- Interpersonal and communication skills

**Achievements**

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- Completed all ISA levels of sailing
- Elected as captain of my school hockey team
- Appointed as prefect in my final year of secondary school
- Worked in part-time jobs throughout full college education
- Ability to study during the working week and complete exams
- Organising a number of successful charity events

**System Experience**

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- MS Word – experienced in formatting and editing of legal documents
- MS PowerPoint – prepared numerous presentations in college
- MS Excel – used in current role for monitoring fee payments, property purchases and sales, logging of title document details
- Outlook – regularly use for business emails to solicitors, clients, lending facilitates and internal colleagues.
- Internal systems - management of property documents digitally and workflow tracking