**PERSONAL INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: Grace Mulvaney

Address: 27 Cill Foireann, Navan, Co.Meath

Date of Birth: 20/01/1993

Mobile: 087 609 2134

Email: gracemul09@live.ie

**EDUCATION AND QUALIFICATIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2018 – Present**  I am currently completing the Fe1 Professional Solicitor Exams.

**2010 - 2014**  **Carlow Institute of Technology**

Bachelor of Honors Degree in Business & Law

**2005 – 2010** **Athboy Community School,**

Leaving Certificate

Results available upon request.

**EMPLOYMENT HISTORY \_\_\_\_\_\_\_\_\_**

**Arthur Cox**

**April 2018 – Present**

**Position: Legal Secretary**

Arthur Cox is a leading Irish law firm based in Dublin. The firm also has offices in Belfast, London, New York and Silicon Valley. For almost 100 years they have built a reputation based on proven professional skills through understanding client requirements, sound judgement and a practical approach to resolving problems. In this role I support three Fee Earners with their daily needs.

My role includes:

* Produce quality work fast and efficiently
* Production of documents as requested
* Marking up documents as requested
* Organising travel arrangements
* Diary Management
* Invoicing
* Proof-reading

**Duffy Kennedy & Co Limited**

**December 2016 – November 2017**

**Position: Executive Assistant**

Duffy Kennedy & Co Limited is a tier two construction company in the heart of Sydney CBD, Australia. Last year we constructed over 500 apartments in Sydney with 7 projects being able to run consecutively with more growth estimated for 2018. I had the pleasure off closely assisting the General Manager in all of his daily tasks which ranged from signing their biggest contact to date of $85million to assisting in the general tasks of co-ordinating and setting up meetings.

My duties included:

* Diary Management
* Organising travel arrangements
* Attending meetings, taking minutes
* Screening head contracts and subcontracts with subcontractors
* Office management
* Doing all of the company’s marketing, including redesigning the website and constantly updating same as all the projects finished.
* Dealing and liaising the lawyers in relation to adjudications or any disputes.
* Doing insurance claims in relation to defective work and liaising with claim assessors
* Setting up work events and functions

**Servcorp**

**April 2016- November 2016**

**Position: Senior Secretary**

Servcorp offers the world's finest serviced and virtual office solutions. Founded in Sydney, Australia in 1978, Servcorp now operates an international network of over 140 prestigious CBD locations throughout the world. Servcorp's Serviced Offices, Virtual Office and cutting edge IT solutions enable companies of any size to operate with the corporate presence, IT, infrastructure and support of a multi-national organisation without having the associated overheads. Here I was the Senior Secretary in Martin Place, Sydney. This was a floor of over 40 different companies and I was there to assist all companies if they needed any secretarial or personal assistant support.

My duties included:

* Meet and greet clients
* Monitoring boardroom / meeting room / office bookings
* Database management
* Assist all companies on the floor with any secretary or PA duties as requested
* Management of travel requests
* Drafting correspondence
* Maintain the highest level of confidentiality and standard for Servcorp and clients
* Assist with financial reporting
* Support the Manager daily

**Patrick J. Cusack & Co. Solicitors**

**June 2010 – Sept 2010 and June 2014 – October 2015**

**Position: Legal Secretary**

Patrick J. Cusack & Co is a small solicitor firm located inBallyjamesduff, Co. Cavan who practice in the key areas of Wills & Probate, Personal Injuries and Property.

My duties included:

* Produce quality work fast and professionally.
* Production of documents (digital dictation & document processing) correspondence, briefing documents, speeches, reports and presentations, contracts and agreements as required.
* Interact with Solicitors on a proactive basis
* Communicating and working to resolve any issues which may arise on a day to day basis.
* Support client relationships including maintaining client contact details.
* File maintenance & general administrative support
* Invoicing, including liaising with the finance team with regards to queries and deadlines.

# ACHIEVMENTS

* Winning an All-Ireland Camogie Championship with Westmeath in 2009.
* Winning the Junior Championship with Brownstown Camogie Club in 2009.
* Achieving runner up in the Leinster Puc Fada (long puck).

**COMPUTER & TECHNICAL SKILLS**

* Proficient in Windows, Microsoft Outlook, Microsoft Word and Microsoft Excel.

**PERSONAL ATTRIBUTES**

* Intelligent and friendly
* Team player
* Self-motivated, persevering, versatile, committed and reliable
* Quick learner with the passion for professionalism and excellence
* Keen attention to detail in an environment of multi-tasking
* Goal Oriented

**REFERENCES**

Available upon request.