

HANNAH TORPEY

Benburb Street,
Smithfield, Dublin 7

Hannah.torpey@gmail.com

Tel: 087-6158451

A highly motivated and dedicated individual who easily adapts to team working, enjoys pressurised environments and works with passion and dedication to all tasks. I am keen to progress & develop all skills in law.

Employment Summary

**Paralegal
Fieldfisher LLP
Dublin**

January 2022 – Present

Working as the sole Paralegal on a team of ten solicitors, senior associates and partners within the Public & Regulatory Department

- **File management and Inquiry preparation** – running files from the outset and engaging with both Registrants and witnesses in preparation for Inquiries and hearings
- Preparing Booklets of Pleadings, drafting witness statements, drafting affidavits and compiling various briefs in preparatory stages
- **Client engagement** – leading client meetings and organising on boarding events including webinars in order to forge new and maintain existing client relations
- **Litigation** – attending and representing clients at High Court hearings, drafting, stamping and filing of affidavits, ex-parte dockets and notice of motion, correspondence with High Court Registrar to ensure smooth running of proceedings
- **Internal events** – engaging with teams and running weekly team meetings to discuss transferrable knowledge points as well as weekly wellbeing checks
- **Administrative** – other aspects of my role include diary and time management, billing and account allocation to files

**Legal Executive
Moran & Ryan LLP
Dublin**

June 2021-January 2022

Working firstly in an administrative role and later promoted to Legal Executive

- **Conveyancing** – Working in all areas of conveyancing, including both residential and commercial property transactions.
- Drafting Stamp Duty Returns, applications to the PRA and Land Registry, completing Mortgage packs and drafting CRO forms
- **AIB Panel**- Sole management of all Panel Solicitor matters including running files from initial instruction to completion
- Liaising with the Bank, solicitors, and clients
- Preparation of documentation in order to progress to drawdown stage
- Advancing to next steps, which included filing of Form 17 and registration with PRA
- Strict compliance with AIB policy for Panel Solicitors
- **Wills, Estate Management and Probate**- leading meetings with executors and drafting letters of engagement with initial instructions
- Drafting letters to both beneficiaries and various institutions depending on the Deceased's wishes

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- Liaising with executors and beneficiaries and ensuring they are informed throughout all stages
- Applying for the Grant of Probate
- **Litigation**- Running files, attending meetings, time and diary management, drafting proceedings/pleadings
- Other aspects of my job entail monitoring of undertakings, critical date managements, billing, and account allocation to files

**Legal Intern
Torney Solicitors, Athlone**

December 2020- May 2021

- Time managed the partner to whom I was associated, scheduled meetings, liaised with clients and expert professionals alike.
- Drafted various research memorandums in areas of Banking Law and Conveyancing for client information
- Attended virtual court in support of the firm's clients

**Customer Service Advisor
AXA Insurance
Athlone**

2017-2019

- Resolving customer queries in relation to insurance policies and documentation with utmost professionalism and discretion
- Reassuring customers in times of crisis and finding fast solutions
- Providing excellent customer care while adhering to strict company policy
- Liaising with professionals throughout all levels of the company to resolve any issues which may have arisen

**Retail Assistant
Jimmy's Superstore
Athlone**

2020-2021

- Working in a busy retail setting and managing tills single-handedly
- Providing excellent customer care

Education & Training

FE-1 Examinations	Law Society of Ireland	Dublin 7	At present
BCorp (Hons) with Legal German	NUI Galway	Galway	2017-2021
Leaving Certificate	Our Lady's Bower	Athlone	2017
Dipolma in Music	Victoria College of Music	London	2016

Personal
Interests

Owner / Driver Full Licence
Musical Theatre, Piano, Socialising, Reading, History

Piano teacher
Volunteer Instructor with AKT Stage School

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References

Available upon request.