

Hannah Walsh

Experienced and enthusiastic legal secretary with a degree in Criminal Justice Studies and a demonstrated history of working within the legal sector, both in general practice firms and a large law firm in Dublin City Centre. I have worked on and been part of large projects and exciting workloads. I also have the pleasure and fortune of working with some of the best lawyers in the country. Adept in preparing for hearings, reviewing and drafting documents, and working effectively under time constraints. I'm proactive, dedicated, highly motivated, have excellent interpersonal skills and a strong work ethic.

Dublin

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087-6904560

Work Experience

Legal Secretary

ByrneWallace - Dublin

November 2018 to Present

Working as a legal secretary in the Commercial Litigation and Dispute Resolution Department in ByrneWallace assisting and supporting the Head of Department and a number of partners and solicitors with their work to include the following:

1. Dealing with partners, senior associates, associates and solicitors on a pro active basis-communicating any problems which may arise and suggesting solutions to overcome them where suitable;
2. Managing & organising solicitors with all aspects of their diaries;
3. Drafting and redrafting documents;
4. Proof reading;
5. Preparing booklets for court;
6. Briefing counsel;
7. Drafting correspondence to counsel, clients, experts, the other side etc.;
8. Opening files in line with Firm protocols and Lexel standards;
9. Maintaining and updating files;
10. Reviewing files;
11. Managing Department's petty cash;
12. Carrying out research;
13. Organising couriers;
14. Sitting in on client meetings and taking detailed attendance notes;
15. Screening calls for lawyers and taking detailed messages;
16. Closing and archiving files in line with the Firm protocols and Lexel standards;
17. Assisting with the monthly invoicing process including raising draft invoices and preparing draft letters to be sent with the finalised invoices;
18. Drafting letters of engagement to new and existing clients under the instructions and supervision of the file partner or fee earner;
19. Assembling Excel spread sheets and PowerPoint presentations;
20. Organising internal and external meetings;

21. Booking meeting rooms;
22. Diary management for the Head of Department;
23. Typing using BigHand Digital Dictation;
24. Printing;
25. Filing;
26. Scanning.

Legal Secretary

John G. Flynn Solicitor - New Ross, County Wexford
May 2017 to October 2018

Assisting Principle of Firm and the Office Manager in their daily work to include the following;

1. Preparing correspondence and documents from digital dictation;
2. Preparing briefs;
3. Creating, amending and formatting legal documents and templates with a high degree of accuracy;
4. File management, including electronic filing, scanning, photocopying and archiving;
5. Taking instructions from clients and updating files in line with same;
6. Dealing with all incoming post, faxes, emails and allocating accordingly;
7. Liaising with experts/counsel;
8. Arranging meetings/consultations;
9. Diary management;
10. Assisting with expense claims;
11. Booking of meeting rooms;
12. Occasional reception cover.

Legal Secretary

Derivan Sexton & Company Solicitors - Carrick-on-Suir, County Tipperary
September 2016 to May 2017

Working as a legal secretary supporting two partners and a solicitor in their daily tasks to include the following:

1. Working with the partners and solicitor on a proactive basis ensuring all work was carried out with a high degree of accuracy and enabling them to carry out their work as effectively and efficiently as possible;
2. Dictaphone typing, preparing court documents, pleadings, briefs, attendance memos etc.;
3. Corresponding with solicitors, doctors, barristers, insurance companies, experts etc.;
4. Maintaining files from their commencement up until they are closed;
5. Covering reception;
6. General administration duties including: - filing, scanning, photocopying, dealing with incoming and outgoing post in the mornings and evenings, receiving and making telephone calls, diary maintenance, organising meetings, appointments and travel arrangements.

Customer Service Receptionist

Shaws Department Stores - Waterford
April 2014 to September 2016

Duties included;

1. Providing the standard of customer care that the company set out to achieve and what the customer expects to be given;
2. Using a switch board;
3. Answering phones;
4. Screening calls;
5. Setting up customer accounts;
6. Maintaining upkeep of customer accounts;
7. Using the intercom;
8. Balancing tills;
9. Dealing with returns, exchanges and credit notes;
10. Checking and certifying invoices;
11. Dealing with any paperwork involved in the office;
12. Filing, photocopying and dealing with emails;
13. Lodging money in the bank;
14. Dealing with the post;
15. Providing administrative support to three managers;
16. Dealing with paperwork involved in the delivery of stock in all departments;
17. Dealing with customer complaints and queries;

As part of working in the customer service team in Shaws Department Stores I also worked as a Cash Office Attendant.

Duties included;

1. Balancing the shops entire takings from the day before.

Sales Advisor

Shaws Department Stores - Waterford

April 2012 to September 2016

Duties include;

1. Serving customers;
2. Using tills;
3. Recovery of shop floor;
4. Closing up and balancing tills;
5. Cleaning;
6. Pricing stock and checking off invoice;
7. Merchandising;
8. Restocking depleted items.

Legal Secretary

Kenny Stephenson Chapman Solicitors - Waterford

July 2014 to February 2015

Working voluntarily as a legal secretary on a part time basis my duties included the following:

1. Filing
2. Photocopying
3. Scanning;

4. Printing;
5. Putting briefs and booklets together;
6. Dictaphone typing;
7. Witnessing the signing of wills;
8. Getting documents stamped and filed in the Court House;
9. Organising Commissioner's/ solicitors to swear documents;
10. Drafting Documents;
11. Checking compliance with court procedures and rules.

Sales Advisor

Debenhams - Waterford

November 2011 to December 2011

Working as part of the Christmas staff in Debenhams my duties included;

1. Working on tills;
2. Supervising fitting room;
3. Recovery of shop floor;
4. Answering phones;
5. Advising customers;
6. Providing excellent customer service;
7. Stocking shop floor.

Sales Assistant

Eurofuels, The Old Creamery, Slieverue - Waterford

April 2008 to January 2010

Working as a sales assistant in a busy filling station my duties included;

1. Working on tills;
2. Working in deli;
3. Stocking shelves;
4. Answering phones;
5. General cleaning;
6. Serving customers.

Education

Professional Law Student in Equity Law, Criminal Law, Contract Law, Property Law, Tort Law

Griffith College - Dublin

November 2019 to Present

Certificate in Professional Legal Studies in Law

Independent College - Dublin

January 2019 to April 2019

Civil Litigation Certificate in Civil Litigation

Pitman Training - Waterford

January 2018 to May 2018

BA in Criminal Justice Studies

Waterford Institute of Technology

2010 to 2013

Leaving Certificate

Our Lady of Lourdes Secondary School - New Ross, County Wexford

2005 to 2010

Skills

- Full drivers licence, basic first aid, manual handling, fire safety, high degree of IT literacy, accurate touch typing with a speed of 65+ wpm, research skills, general administration skills.

Additional Information

References provided on request.