

Dublin, Ireland |

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An experienced law graduate with experience in banking, litigation, funds and property. I have strong analytical, administration and organisation skills. Excellent team communication skills with a strong meticulous attention to detail. Motivated to work to a full potential to a high standard. Possess a flexible and helpful attitude.

PROFESSIONAL EXPERIENCE

Matheson

April '18 – August '18

Legal Executive

A top tier law firm with an international and commercial focus. With a high calibre of clientele and over 30 different practise groups, Matheson's clients include the majority of the Fortune 100 companies and over half of the world's 50 banks. Worked in Financial sector and Mortgage repossession unit

- Drafted and reviewed documentations for lodgement in District, Circuit and High court proceedings
- Reviewing cases from Pre-Litigation to closing of matter
- Corresponding with external legal firms and institutions
- Reviewing Statement of Financial Means to assess financial circumstances
- Advised clients in Ireland and internationally in relation to debt collection
- Liaised between clients and customers during the pre-litigation and litigation
- Attended court on counsel
- Successfully obtained District court judgments, Execution and Instalment orders
- Registered Judgment mortgages for client in debt recovery proceedings
- Managing a high volume of case load independently and with Solicitors
- Ad hoc administration duties

Ivor Fitzpatrick & Co. Solicitors

Aug '17 – March '18

Legal Executive

Ivor Fitzpatrick is a specialist debt recovery service that provide service to top banking institutions, government departments and consumer debt business

- Fee-earner in the Debt recovery department
- Prepare briefs for counsel/trials/motions/documents for court
- Liaise with court and governmental departments
- Drafting and filing of court documents
- Prepare Briefs for counsel
- Ability to manage multiple priorities and to meet all deadlines
- Assisting both Solicitors and Counsel with preparing cases for court
- Assess title documents to ensure all are correct prior to issuing legal proceeding
- Filing and indexing paperwork

Transparency international Ireland

Sep '16 - Jan '17

Legal Executive

Transparency International Ireland is the Irish chapter of the worldwide movement against corruption. We are independent and fight to ensure power is used in the interest of everyone.

- Answered the phone and schedules appointments for the lawyers
- Took case notes of clients
- Did extensive research and prepared for casework meetings
- Read and analysed incoming memos, submissions and reports in order to determine their priorities and deadline.
- Neat filing system and advanced knowledge Microsoft to maintain legal files.
- Working with a number of solicitors together
- Photocopying, scanning, drafting, shredding, Data protection knowledge.
- Drafting responses, generating case summary reports and file monitoring.
- Experiences working with confidential materials and protecting individuals using the data Protection Regulations.

Jackson Commercial Lawyers Nigeria

Administrative Assistant

May'15 - Sep '16

- 3 months' summer internship for two consecutive years
- Legal assistant to the senior partner of the firm
- Prioritising and managing workload by keeping a diary
- Knowledge of new laws and adapting to foreign policies
- Legal codes of practise, highly professional manner and professional conduct
- Adherence to legal requirements and policy
- Updating databases on case management and billings

EDUCATION

2007-2013	Loreto Secondary School, Balbriggan Leaving Certificate
2013-2016	University College Cork Level 8 Bachelor of Civil Law Honours Degree
2016-2017	National University Ireland Maynooth Level 9 Master of Laws Degree

SCHOLARSHIPS AND CERTIFICATE

Current	Worked for various charities. (SVP) (Meals on Wheels)
March 2014	All Ireland Power of One Competition Winner
March 2016	UCC Works Award
Jan 2017	Transparency International Ireland Certificate

ADDITIONAL SKILLS

- Relevant 3rd level education and experience
- Experienced with Key house, Solcase and DMS
- Exemplary organisation and administration skills
- Experienced at managing time and prioritising tasks to accomplish and meet deadlines
- Excellent file storing and database management
- Excellent customer service skills and organisational skills
- Strong and established IT skills: Microsoft, Power point, Excel, Outlook
- Good communication skills and interpersonal skills
- Strong team player skills
- Fast typing skills. Over 65wpm
- Dictaphone Typing

REFEREES

Available upon request

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