

JADE BAKARE

Dublin, Ireland |

(353) 0892047771

|

jadebakare01@gmail.com

A versatile law professional with experience in multiple legal sectors with a consistent, diligent and high attention to detail approach. Delivers high quality work through documentation management, stakeholder and client management by driving new initiatives to better improve internal and external processes. High analytical, administration and organisation skills with an understanding of technical and non-technical processes.

EXPERIENCE

BYRNE WALLACE

Legal Secretary August 2018 – Current

A top tier and progressive law firm which provides a range of legal services to clients and prides itself on its diversity, professional standards and business efficiency. Working primarily in commercial conveyancing, I have gained experience in delivering high quality exemplary work.

- Document Management System- open new files and maintain existing files
- Draft and redraft documentation using advanced features of Microsoft Word
- Deal with partners and solicitors on a pro-active basis
- Support client relationships including maintaining client contact details
- Support invoicing, including liaising with the finance team with regards to queries and deadlines

MATHESON

Legal Executive April 2018 – August 2018

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 top 50 banks. Worked primarily in the financial sector and mortgage repossession unit

- Drafted and reviewed documentations for lodgement in District, Circuit and High court proceedings
- Successfully secured settlements between clients and debtors
- 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

IVOR FITZPATRICK & CO. SOLICITORS

Legal Executive August 2017 – March 2018

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
- Liaised with court and governmental departments
- Drafting and filing of court documents
- Ability to manage multiple priorities and to meet all deadlines
- Assess title documents to ensure all are correct prior to issuing legal proceeding

TRANSPARENCY INTERNATIONAL IRELAND

Legal Executive September 2016 - January 2017

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.

- 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.

EDUCATION

- March 2019 4 FE-1 examinations completed
- 2016-2017 National University Ireland Maynooth
Level 9 Master of Laws Degree
- 2013-2016 University College Cork
Level 8 Bachelor of Civil Law Honours Degree
- 2007-2013 Loreto Secondary School, Balbriggan
Leaving Certificate

CERTIFICATIONS

- Current Law Society Access Programme Candidate
- Current Custom Cakes Entrepreneur Business
- Jan 2017 Transparency International Ireland Certificate
- March 2016 UCC Works Award
- Jan 2015 Volunteered with SVP and Meals On Wheels
- March 2014 All Ireland Power of One Competition Winner

COMPETENCIES

- Experienced with numerous legal databases and data management
- Maintain confidentiality internally and externally
- Experienced at managing time and prioritising tasks to accomplish and meet deadlines
- Strong and established IT skills: Microsoft, Power point, Excel, Outlook
- Fast typing skills. Over 65 wpm
- Dictaphone Typing