

JAIMAR MAC GREGOR

Professional Paralegal with a law degree. 1.5 years of experience working in a global law firm, performing administrative and Paralegal tasks and 3 years of experience in Business Management and Administration within the Health Service Executive and public procurement sector. Multilingual (English and Spanish), excellent communication skills, able to work accurately under pressure, dealing confidently with changing and conflicting priorities. Looking for a paralegal position and/or training contract to start a challenging career with a high-profile law firm that offers a genuine opportunity for progression.

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Education

- FE-1 Candidate. Law Society of Ireland. Five exams passed (Contact Law, Equity, Tort, Property and EU Law), awaiting the result of two exams presented in October 2023.
- Postgraduate Certificate in Creative Thinking, Innovation and Entrepreneurship. Trinity College Dublin. 2019-2020, QQI Level 9
- English Studies, CITAS College Dublin 1 September 2015 - September 2016
- English Studies, Venezuelan American School of English . March 2013 - March 2014
- Bachelor of Law. Honours Degree, 1st Class, Rafael Urdaneta University. Maracaibo, Venezuela. 2009-2013 - Recognised QQI Level 8

Language

English

Spanish

Experience

August 2023 - Present

DAC Beachcroft Dublin

Litigation Assistant (Insurance Team)

- Assisting two solicitors in managing cases and preparing for hearings, trials, and meetings.
- Managing fee earner calendars and monitoring court appearances.
- Compiling bundles, briefs, and motion papers for legal proceedings.
- Drafting of legal documents, including pleadings, and handling correspondence with clients and other relevant parties.
- Arranging of filing of documents in the court office
- Arranging meetings and depositions with clients, witnesses, and other lawyers
- Communicating with clients to conduct case investigations and provide updates on case progress.
- Raising Invoices on 3E and issuing them to Insured and Insurers point of contact.
- Chasing Debts.

January 2023 - August 2023

DWF (Ireland) LLP

Paralegal (Casualty Team)

- Supporting solicitors in handling cases and preparing for hearings, trials, and meetings.
- Maintaining case files and drafting legal documents such as pleadings as well as correspondence with clients and other parties
- Preparing bundles, briefs and motion papers
- Arranging of filing of documents in the court office
- Arranging meetings and depositions with clients, witnesses, and other lawyers
- Contacting clients to investigate the case and keep them apprised of the case's status
- Managing fee earner calendars and monitoring court appearances.
- attending basic clerical tasks, such as photocopying, making and receiving phone calls, fielding correspondence and legal research.

July 2022 - January 2023

DWF (Ireland) LLP

Legal Admin Assistant. (Professional Indemnity Team)

- Ensuring documents and emails are e-filed appropriately on the case management system.
- Running conflict checks and opening new client files.
- Billing and finance admin tasks such as ordering cheques, uploading disbursement, arranging TT transference, Issuing Invoices, etc
- Drafting correspondence and documents, including pleadings
- Arranging the lodging/filing of documents in the court offices
- Indexing and updating briefs
- Day-to-day diary management

May 2022 - July 2022

Johnsons Solicitors (HAYS - Agency Temporary contract)

Legal Secretary

- Receiving instructions via digital dictation for tasks and acting upon the same
- Drafting; correspondences, documents, pleadings and court bundles.
- Indexing and updating pleadings and discovery binders
- Photocopying, scanning and filing documents on the case management system
- First point of contact for the team; taking and making calls to clients and liaising stakeholders such as; experts, other solicitors, firms and counsel.
- Manage diaries, ensuring they are up-to-date, arranging appointments and meetings to make sure everything functions smoothly
- Transcribing and proofreading legal documents
- Opening new client files and updating the client management database

April 2022 – May 2022

DWF (Ireland) LLP (HAYS Temporary contract)

Legal Admin Assistant

- Supporting the team with administrative duties such as filing, photocopying, printing and scanning documents, drafting letters, emails, updating documents, etc.
- Conducted research on property matters on behalf of the partner.
- Managing spreadsheets and databases.
- Assisting in reviewing title searches and analysing enquiry and reply documents.
- Attending the high court central office to lodge/file documents.

April 2021 – April 2022

HSE Department of Public Health. Dublin Ireland. (Agency Temporary Contract).

CMP Data Processor

- Monitoring of the public health data processor mail box and lease with internal and external stakeholders.
- Processing the requested actions in responds to an outbreak or to an Index case and close contacts such as scheduling test in the system, arranging a call with the contact tracers or sending SMS.
- Ensuring safe upkeep of the data and managing of databases.
- Extracting relevant data from the CCT CRM system and databases and collaborating in the creation of monthly reports.
- Assisting the manager in training the newly joined employees on database management practices
- Providing administrative assistance as commended by the head manager

August 2020 – April 2021

Occupational Health Department at Dr Steeven's Hospital. HSE (Agency Temporary Contract)

Office Administrator

- Collecting data from various departments by registering the new COVID-19 cases and swab results reported to the occupational health department.
- Weekly Management reporting of Covid-19 incidents to the director of public health, national director of HR and Dublin Midlands Hospital group.
- Assisting in creating technical documents, user manuals, and briefs of administrative SOPS and use of the databases and updating those one when required.
- Monitoring of the Covid-19 Occupational Health Department mailbox.
- Assisting the manager in training the newly joined employees on database management practices

August 2019 – August 2020

Public Procurement Solutions. Dublin. Ireland

Office Manager

- Full ownership of office management.
- Secretarial Duties for the Company Directors Minute taking etc.
- Diary Management for three Consultants.
- First point of contact for customers answering telephones, managing email box etc.
- Arranging meeting rooms
- Issuing invoices
- Safely maintaining commercial information
- Providing administrative assistance & research under the guidance of consultants on client projects

Multiple Positions as a Chef de Partie and Junior Sous Chef (due to visa restriction at the time)- Prime Steak LTD Group (Fade St Social and Shelbourne Social Restaurant). Dublin, Ireland September 2014- February 2019

March 2013 - March 2014

PDVSA - Venezuela

Procurement Legal Assistant- Internships

- Auditing of the tendering process of business units.
- Developing Management reports on Excel
- Providing advice to budget holders on how to spend money in compliance with public law
- General administration tasks at the direction of the general manager
- Ensuring policies were current and compliant; made recommendations for changes to be implemented before the deadline.
- Secretarial duties such as Coordination of weekly meetings and taking minutes at management meetings
- Email box Management
- Maintaining commercial information in a secure manner such as contracts and service level agreement