

# JOY EMMANUEL

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## PROFILE

I am a highly effective and experienced corporate officer with extensive knowledge of legal, financial, banking and office procedures and support required to effectively assist in a fast-paced environment.

I have had first-hand experience in drafting legal documents, conducting research, and managing case files to ensure optimal outcomes for clients. Skilled in liaising with various stakeholders, including clients, counsel and defendants to facilitate smooth communication and efficient resolution of legal matters.

I am adept in managing daily operations, possessing a keen eye for detail, I excel in analyzing issues and formulating innovative solutions. Dedicated to upholding the highest standards of professionalism, ethics, and confidentiality while delivering exceptional client service.

I am now looking to secure a Trainee Solicitor position that enables me to use and develop my expertise to drive organizational success, contribute to strategic initiatives, and further develop my legal skills in a collaborative and dynamic environment.

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## WORK EXPERIENCE

**IMRO** (April 2023 - Presently)

### Legal Executive

#### Duties include:

- Supporting Solicitors and Management within the department
- Drafting and preparing legal documents including Motions, Affidavits, Notices, Judgments and more
- Drafting briefs for counsel for infringement proceedings
- Photocopying, Scanning, Filing, Post and File management
- Providing legal advice to clients; corresponding with them and explaining complex legal matters
- Coordinating with summons servers and tracing agents
- Coordinating swearings and interacting with court services
- Conducting research and collating data
- Dealing with routine correspondence
- Contributing to the monthly objectives of the department

**Citi Bank** (May 2022-April 2023)

### KYC Analyst

#### Duties include:

- Working together with AML, Management and Compliance teams to assist with the preparation, development, due diligence, and approval of the electronic Know Your Client(KYC) record and supporting appendices
- Carry out extensive research and maintain KYC records by obtaining information from internal and external sources (firm website, regulatory websites, etc.)
- Enhanced Due Diligence performed on entities and Sanctions/AML Screening.
- Validate the information within KYC records and Customer identification Program (CIP) documents to ensure completion and accuracy
- Ensure KYC records incorporate local and International regulatory requirements / Global Business Support Unit (BSU) Standards

**Brown Thomas Arnott's** (October2021 -April 2022) |

**Permanent TSB- Dublin** (May 2021- Sept 2021)

### Mortgage Operations

#### Duties include:

- Proficient in banking programs used to work daily workloads
- Maintained and updated business and client requests.
- Drafted informative documents regarding available bank services to distribute to inquiring customers.
- Reviewed Title deeds, Valuations and Cheque requisitions, Life & Home insurance
- Maintained and updated office process reports on a regular basis
- Entered data into Hogan system, implementing tight safeguards to secure financial and personal information.
- PC skills including MS office, Outlook and Word and case management system

**Argos- Dublin** (July 2020 – Nov 2020)

**Customer advisor**

**Marks and Spencer – Dublin** (July 2019 – August 2019)

**Intern**

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## EDUCATION

### **Law Society of Ireland - FE1**

- Completed: 7/8 Exams

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### **Trinity College Dublin- MSc in Law and Finance**

Modules include:

- Corporate Finance and Governance
- Legal issues in sustainable finance
- Venture capital
- Mergers and acquisitions
- Investment Theory

### **Dublin City University – BA in Economics, Politics and Law**

#### **St. Mary's College, Dundalk**

Leaving Certificate completed: Breakdown of result available upon request

## SKILLS

- Written and oral communication
- Data Entry
- Organization
- Project Management
- Team work
- Processing transaction
- Case Management
- Microsoft Office
- Litigation

## VOLUNTEER WORK

### **Open Circle: Admin & Connect Team**

**December 2023- Presently**

**Roles:**

- To connect and engage with attendees
- Provide refreshments before or after sessions.
- Set up and clean up hospitality areas.
- Ensure a welcoming atmosphere during sessions & events.
- Oversee daily operations and administrative tasks.
- Oversee internal and external communications.
- Coordinate and timekeep sessions and events

### **Worshippers United(WU): Events Team Lead &**

**Vocalist**

**August 2022- Presently**

**Roles:**

- Develop comprehensive plans for WU events, including timelines, Vision, budgets, and task lists.
- Serve as the primary point of contact for all event-related communications within WU and with external vendors or partners.
- Lead and motivate a team of volunteers, assigning tasks and providing guidance and support.
- Working with other vocalist members and the vocal director in blending voices, harmonizing, and supporting one another musically and personally.

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## REFERENCES

Available upon request