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**SUMMARY**

* Highly motivated individual who has completed all 8 FE-1 Examinations and has 9 months experience in a general practice law firm.
* Ability to network and connect well with others.
* Diligent and hard working in everything that I commit myself to doing. Possess a desire to continually learn and improve every day with a strong attention to detail.
* Excellent communication and interpersonal skills built up through hospitality, construction, and office experience.
* Capable of working effectively as part of a team or on my own initiative.
* Seeking a training contract to continue to learn and develop my skills.

**EDUCATION**

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| **Period** | **Qualification** | **Institution**  |
| 2020-2021 | Preliminary Examinations  | Law Society of Ireland |
| 2015–2019 | Economics, Politics and Law (2.2 Honours Degree) | Dublin City University |
| 2009-2015 | Leaving Certificate | St. Louis Community School |
| 2011–2014 | Foundation Certificate in Youth Leadership and Community Action. | National University of Ireland, Galway  |

**RELEVANT WORK EXPERIENCE**

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| **Company** | **Period** | **Role** |
| Thomas J Walsh Solicitors  | September 2022 - Present | Legal Receptionist/Secretary |
| Paul O’Malley & Co Solicitors  | October 2021-June 2022 | Legal Executive  |

**RELEVANT EXPERIENCE SUMMARY**

I was employed as a Legal Executive with Paul O’Malley & Co Solicitors in Castlebar, Co Mayo for approximately 7 months, working closely with the principal solicitor, Paul O’Malley. The areas of law that I was exposed to were Probate & Tax, Conveyancing, Family Law, Medical Negligence and Personal Injuries. I had primary responsibility for all matters in dealing with Probate & Tax files in the office.

I am currently working in Thomas J Walsh Solicitors as a Legal Receptionist/Secretary. My main duties are, but not limited to, scanning incoming post, answering incoming calls, managing solicitors’ appointments, managing files, and greeting clients.

My relevant skills developed are outlined below:

1. **Communication & Interpersonal Skills**
* Throughout all my work experience I have developed excellent communication skills, both written and oral. I have consistently improved my communication from working as a cashier in a shop, in bars & restaurants, on building sites and most importantly during my time working in both Paul O’Malley & Co Solicitors and Thomas J Walsh Solicitors.
* While working in the office, I have been able to continue to progress my skills and add a more formal and professional touch to them. My communication improved through drafting letters, affidavits, wills, contracts, oaths, deeds of transfer, and deeds of assent. This was a superb experience which will be a good base to build on for the next phase of my development.
* Interpersonal skills are something that I have always felt was one of my strong points. During my childhood my parents owned pubs and this environment has contributed to me naturally finding it easy to connect with people.
* I built on this while working in Paul O’Malley & Co Solicitors by calling and meeting with clients, liaising with other members of staff and dealing with other offices such as The Revenue Commissioners, The Department of Social Protection, The Property Registration Authority, The Probate Office, financial institutions, auctioneers, agricultural advisors, engineers, and accountants.
* At Thomas J Walsh Solicitors, I am continuing to improve my interpersonal skills by constantly answering calls and greeting clients in the busy office.
1. **Organisational Skills**

I have always considered myself a well organised person who likes to have a structure to everything I do. My time with Paul O’Malley & Co Solicitors allowed me to hone these skills in a day-to-day office setting. I gained important experience in working within a structured system and this allowed me to prioritise my workload. This ensured that I was operating efficiently to meet deadlines. In Thomas J Walsh Solicitors, I am improving my organisational skills through managing the appointments for the 4 solicitors in the office.

1. **PC & IT Skills**

I possess advanced PC skills including Microsoft Office, Word, and Outlook. While working in Paul O’Malley & Co Solicitors I received training in the use of the case management system Expd8 and in Thomas J Walsh Solicitors I am using Practice Evolve. I am generally quite tech savvy and a fast learner when it comes to using new systems and technology.

1. **Probate & Tax**

During my time at Paul O’Malley & Co Solicitors I was entrusted with primary responsibility for all Probate files in the office. It was my responsibility to answer any query that came in from a relevant department or institution in connection with the deceased and the beneficiaries of their estate. Any CAT or CGT queries raised by the client needed to be confirmed with a tax advisor before advising the client. I had to communicate with the executor/s to gather the required information and prepare the necessary documentation to lodge in the Probate Office for the purposes of extracting a Grant of Probate/Administration.

1. **Conveyancing**

I gained experience in assisting with all aspects of residential conveyancing from taking initial instructions to stamping and registration after completion. The experience in drafting contracts, deeds and declarations was invaluable at this stage of my learning.

I dealt with LPT issues by interacting with the Revenue Commissioners and accessing the LPT website. I also have experience in dealing with the NPPR section of the Council to obtain NPPR Certificates.

I assisted in the preparation of Section 49 applications for the Land Registry to include lodging same in the Land Registry and dealing with queries thereon. This included applications to the CAT section of the Revenue Commissioners for the purposes of Title Applications.

1. **Ability to be Proactive & Work Independently**

At Paul O’Malley & Co Solicitors I was always encouraged to do as much work as I could independently and then revert to Paul with any queries. All Probate files were my sole responsibility, and this entailed gathering all information required from clients, answering incoming queries, and preparing the necessary documentation to extract a Grant of Probate/Administration.

I became accustomed to travelling alone to our sub-office in Belmullet, Co Mayo to meet with clients where I would take written instructions, notes of any queries they had and advise as best I could. I would then draft a Memo of Attendance and upon my return would meet with Paul to discuss the next steps and confirm the advice to be given to the clients. It would then be my job to carry out the necessary work for the client and contact them with our advice either in writing or by phone, whichever was appropriate in the circumstances.

**INTERESTS AND HOBBIES**

* Sport, particularly GAA, soccer, and boxing. I was a trialist at Tottenham Hotspur FC as a youth player and spent a summer playing GAA in both Chicago and London.
* Travelling, I have worked in London and Chicago.
* Coaching youth teams and fundraising with local sports clubs. I have been the coach of my local U17 soccer team and organised a fundraising event to support the local GAA club.
* I am an avid reader on a broad range of topics such as law, mental health, sport, finance, psychology, and autobiographies.
* Mental Health and Wellbeing. I have completed ZSA Suicide Awareness Training and raised money for Pieta House and Mayo Mindspace together with my local GAA senior team.

**Referees –** available on request.