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| **Kirsty Inglis** Apt 173, Clifden Court Ellis Quay Dublin 7 085 246 1666kirsty.inglis@hotmail.co.uk   **Education/Qualifications****FE1’s** 7 completed to date  **Msc Masters in Applied Psychology**  **Distance Learning -Masters in Science**  Glasgow Caledonian University September 2014 - May 2015  **Civil Law & Court Practice Specialist Paralegal Degree**  University of Strathclyde December 2011 – August 2012  **BA Criminology & Law** Glasgow Caledonian University September 2007 – May 2010  **HND English (2010-2011)**   **Relevant Work/Experience**  **Dates:** May 2014 – present **Company:** Collins Crowley Solicitors **-** Dublin**Position:** Paralegal/Legal Secretary/PA **Description:**  Case management with Legal Evolve Setting up new case files file tasking and using word, outlook and excel on a daily basis. Working primarily within litigation and personal injury mainly for an insurance company but also dealing with Plaintiff work and civil disputes. Court work to include attending Motions, assisting with Hearings at High Court/Circuit & District and Settlement negotiations. Drafting documents, compiling briefs and Books of Pleadings etc. Assisting with reception/front of house duties, typing, diary management and ad hoc admin duties.  **Dates:** May 2011 – April 2014 **Company:** Scullion LAW (Scotland) **Position:**  Criminal Defence Assistant / Civil Paralegal **Description:**  Based within the Civil and Family Department assisting with day to day running of the department. Receiving daily training and working under the supervision of the Scott & Co Paralegal of the Year 2012. Providing In-house support for Civil/Family Solicitor by preparing court documents and court instructions, managing the court calendar and arranging agency cover as required. Experience working with computer systems and programs. General office duties, answering phones, taking messages, handling and distributing wage slips, scheduling appointments, audio-typing and filing. Applying for all Legal Aid/Advice & Assistance applications for the firm and tracking them through to grant of Legal Aid Certificate. Managing Court calendar.  **Dates:** July 2010 – May 2011 **Position:** Customer Service Advisor **Firm**: HBOS **Description:**  Understanding and adhering to Money Laundering Regulations, anti- terrorism, security and Legal liabilities of both customer and firm. Working with various computer systems.  Overseeing general enquiries, debt recovery clients and loan applications. Upselling and reaching set fee targets.  Working on a daily basis with confidential information, large sums of money, carrying out credit searches. Dealing with clients and retailers on the telephone, collecting additional information, relaying application decisions.  Trained in using particular computer programs and systems.  **Dates:** May 2008 – September**Position:** Administration Assistant **Firm:** Scullion Law **Description:** Working during summer holidays whilst at University. General office duties, answering phones, taking messages, handling and distributing mail, scheduling appointments, audio-typing and filing. **Dates:**  March 2007 - September 2007 **Position:** Administration Assistant **Firm:** Scullion Law **Description:** Working full-time during summer holidays whilst at College. General administrative duties, reception duties and mail handling. Left position to attend University. **Interests and Activities**   Despite the pressures of what has been a demanding period of study, learning and development, I really enjoy spending time with friends and family. I live an active lifestyle and enjoy taking on new challenges and experiences. I have settled in Ireland since 2014 and consider it my home. I enjoy travelling and embracing different lifestyles and cultures and I recently made the decision to travel to South America and take a short career break before embracing my future career. I have a strong interest and passion for the law and would derive satisfaction helping those unable to help, protect or defend themselves. On an average weekend you will find me cooking with friends, enjoying good conversation and the occasional glass of whisky. **Skills**   I have extremely good team working and communicating skills, gained and developed through working in various firms and business environments. I work well with others and can effectively manage a very hectic workload. This has been evident during my time both and university and in a busy fast paced law firm working between departments. I can organise and prioritise my time and work and I am able and confident to work on my own initiative, if and when required. These are all skills evident from my time at Scullion Law. I am IT literate and pick up new computer systems and programs quickly and efficiently. I have excellent people skills and consider myself to be a quick learner. **My Greatest Life Lesson**  **You get out of life what you put into it and if you are determined to succeed and work hard, you will achieve your own success.**  **References available upon request**  |