





Laura Durojaiye

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PROFESSIONAL PROFILE

A highly dedicated and driven law professional with substantial 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. Adept at combining technical knowledge and expertise with exceptional planning, management and analysis to tailor effective solutions while maintaining diligence, accuracy and efficiency. Excellent relationship and communication skills and outstanding work ethic and strong commitment to ongoing professional development to achieve the highest standards at all times.



CAREER SUMMARY

2018 to Present

 Legal Secretary
 ByrneWallace






- Experienced in commercial property, construction, and litigation
- Assisting Partners, Senior Associates and Associates on the acquisition of a €20m property complex, for a UK based client.
- Preparing booklets for court hearings
- Preparing PRA forms for first registration, instrument requests etc.
- Submitting title deeds to the PRA
- Reviewing and scheduling title deeds for properties
- Draft client documentation using advanced features of Microsoft Word 2010 and EXCEL
- Preparing invoices and electronic transfer of funds for closings of sales/purchases of Properties
- Interact with solicitors on a proactive basis - communicating and working to resolve any issues which may arise on a day to day basis
- Manage & organise solicitors on all aspects of their calendars promptly and efficiently
- Support client relationships including maintaining client contact details
- File maintenance & general administrative support
- Dictations
- Adhere to ByrneWallace house style guidelines
- Ensuring timely and accurate completion of all documentation, reporting and administration in line with stringent standards and requirements

2017 to 2018

 Technical Support Analyst
 Hewlett Packard

- Answer contacts promptly and professionally
- Log/Validate all contacts Call Handling Database
- Resolve customer problems using the relevant tools and systems
- Manage end to end all calls logged, providing regular updates to customers on call status
- Invoke Escalation Procedures within defined time frames
- Work to achieve individual and team goals
- To comply/complete desk specific or ad-hoc request/tasks Mentor new hires.
- Ensure Quality standards are adhered to regarding both Cases & Calls.

EDUCATION

- 2017-2018  Master of Laws (LLM) (2:1)
 Maynooth University
- 2014-2017  Bachelor of Laws (BCL) (2:1)
 Maynooth University
- 2009 - 2014  Leaving Certificate
 Ursuline Secondary School

CERTIFICATIONS/PROFESSIONAL DEVELOPMENT

- Law Society Access Programme Candidate
- Munster 'U18 Basketball Player of the Year 2010, 2013 & 2015
- Irish Refugee Council and Solas Volunteer

KEY SKILLS &COMPETENCIES

- Diplomatic and patient with individuals on all organisational level
- Strong attention to detail, professional and adaptable
- Professional manner and flexible approach
- Ability to work in a pressurised environment
- Open mind and willingness to learn about foreign law and market practice
- Hard-working, conscientious, loyal and meticulous
- Team player while at the same time having the ability to work independently without close supervision
- Experienced with numerous legal databases and data management
- Maintain confidentiality internally and externally
- Advanced knowledge of MS Office (Word, PowerPoint, Outlook)
- 65 WPM Typing
- Audio typing skills – Dictation (Big Hand Voice recording and workflow system)

REFERENCES ARE AVAILABLE ON REQUEST
