**Lauren Diggins**

*A conscientious, diligent, and focused individual with strong teamwork and interpersonal skills with an ability to learn quickly and work under pressure.*

**Address:** 5 Dun Na Riogh Avenue, Naas, Co. Kildare **Tel:** 0857034324 **Email:** lauren274@hotmail.com **D.O.B:** 27/04/1996

**Education:**

As of March 2022 Law Society of Ireland

 All 8 FE1s passed

2018-2019 University College Cork (UCC) - Business Law Masters (LLM.)

 Award: 2:1 Second Class Honours, Grade 1

2014-2018 Institute of Technology Carlow - Business and Law (BBL.)

 Award: 2:1 Second Class Honours, Grade 1

2008-2014 St. Marys College Naas

 Overall Leaving Certificate Points 2014: 395

**Employment History**

**July 2022 – Present ByrneWallace LLP Float Paralegal**

* *Preparation of documents*: Assist with the preparation and collation of briefs or other court documents as instructed by fee earners ensuring that they are presented professionally, accurate and error free.
* *Departmental Support*: My role as a float paralegal allows me to support other departments that need cover for any given week. To date I have assisted in the Litigation, ICE, Property and Corporate departments. I provide support for all administration tasks as required, including legal research, photocopying, preparing and filing of documents, drafting of correspondence and attending team meetings.
* *Risk and File Management:* Comply with all of the Firm's policies and procedures. Adhere to the opening of files, file review and closure processes.
* *Liaison:* Liaising with clients and other third party solicitors via telephone and email.

**May 2021-July 2022 O’Donoghue & Associates Solicitors Legal Secretary/Executive**

* *Preparation of documents*: My primary responsibilities were preparing and proof-reading pertinent Court documents for legal proceedings, including, but not limited to, High Court and Circuit Court Motions, Affidavits, Summonses, and Notice of Trial & Notice to Produce. I would ensure that all documents were filled out correctly, presented professionally and error free. I was also tasked with preparing and arranging annual licences for local clubs. I liaised with the Club Secretary and Treasurer to ensure the application was submitted correctly and on time.
* *Legal Research:* Legal research for case files using various databases including the High Court search for litigation work. I prepared briefs for Counsel via the Practice Evolve database in areas such as, Personal Injury, Medical Negligence, Employment, and Family Law cases.
* *Liaison:* Assist in areas of General Litigation, Family Law, Employment Disputes, Conveyancing, and Inquests. Communicate via email and telephone with Solicitors, Court Clerks, County and City Coroner’s, and WRC/Labour Court staff, ensuring that work and queries was prioritised for the Solicitor.
* *Attending Court and Court Offices:* Attended Court Offices, District and Civil to file documents in order to meet deadlines. I also attended Court with the firm’s partner and took relevant notes.
* *Administration and Soft Skills:* Microsoft word, keeping track of solicitor’s engagements, maintain records of clients’, helping the solicitors with all forms of organisation by using Outlook, Excel, Word, and Practice Evolve diaries. I also Dictaphone typed at a speed of 70 WPM using the software “transcription buddy”.
* *Assist the Firm in Conducting Due Diligence:* Screen potential and existing clients for the Partners by conducting due diligence in accordance with Law Society requirements.

**Aug 2020-May 2021 Murphy English & Co. Solicitors Legal Secretary**

* *Secretarial Role:* Digital Dictation typing. Filing hard and soft copies of documents, printing, postage and taking phone calls from clients and other solicitors. Key administrator for the Conveyancing Department, dealing with lending institutions, the PRA, and other solicitors. Work independently and efficiently on a high volume of files. Diary management for all solicitors. Working on reception dealing with clients and members of the public in a calm and friendly manner.
* *Preparation of Legal Documents:* Accurately compiling, preparing, and formatting legal documents such as Undertakings, Deeds, Wills and Probate Forms. Ensuring that copies of all relevant documents are scanned and accurately maintained on the file. I sat in on many client-solicitor meetings, took notes and witnessed Wills when required.
* *Liaison:* Liaising with clients and other professional experts and advisers.

**Feb 2020-July 2020 Dr Andreas Skarpelos Childminder**

* Whilst studying full-time for my FE1 examinations I worked for two doctors who were obliged to work on the front-line during the COVID-19 pandemic by minding their twins.

**Nov 2014-Oct 2018 Tesco Extra, Naas & Douglas Customer Service Assistant**

* *Customer Service:* I operated a busy multi-functional customer service desk at the largest Tesco in Ireland. Dealing with complaints, queries and conflict situations in a calm, professional manner.

Be the public face and the point of first contact for Tesco Naas customers. Manage multiple services whilst maintaining dialogue and rapport with customers including product sales, refunds, and post office services.

* *Compliance:* Complying with Health & Safety protocols and completing records for audit checks.

**Skills and Attributes**

* Comprehensive research skills with solid knowledge of legal database navigation. My post-graduate degree and work as a Legal Executive has added further depth and perspective to these skills.
* Working professionally as part of a team with the ability to work off my own initiative.
* Ability to work under pressure whilst firmly meeting the objective or deadline at hand.
* Effective time-management skills.
* Organisation
* Draftsmanship
* Soft Skills – Word, Excel, Brief Editors, and an ability to type 70 WPM.
* Strong knowledge of Keyhouse and Legal/Practice Evolve Database system.

**Achievements & Hobbies**

* Class Representative 2015-2016.
* While undertaking my LLM in UCC, I was Captain of the Division 3 Ladies basketball team.
* Three-time Employee of the Month in Tesco Extra Naas.
* Current member of Naas Basketball Club, we are partaking in the Division 3 Dublin Ladies League.
* Danced with Ballet Ireland and achieved Grade 1 to Intermediate Grade with the highest grade of distinction.

**References -** Available upon request