

# Laurenda Smyth

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Co. Dublin.

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## **PERSONAL STATEMENT**

Highly motivated professional with excellent communication and interpersonal skills. With a sharp attention to detail with strong organisational approach, this candidate has an acute sense of initiative and a proven track record as a team player. Thrives in high pressure environments while maintaining enthusiasm, critical thinking and numerical aptitude.

## **EDUCATION & TRAINING**

**Honours Bachelor of Laws, Legum Baccalaureus (LLB)**, Institute of Technology, Carlow  
*2011 - 2014*

Third year final result: 2:1

Second year final result: 2:1

First year final result: 1:1

**Business Administration with Legal Studies** (FETAC, Level 5), Institute of Further Education  
*2010 - 2011*

Final result: All Distinctions

**Certificate City & Guilds Accounts** Institution of Technology *2004 - 2007*

**Leaving Cert** St. Leos College, Carlow. *2004*

## **WORK EXPERIMENT**

**Meagher Solicitors** Dublin 1

*Law Clerk - Legal support*

*August 2015 - Present*

- Drafting documents such as correspondence with solicitors and counsel, e.g. Wills, Affidavits and other court document such as Notice of Trial.
- Stamping and filing documents in the Central Office.
- Meticulously compiling brief booklets. Ensuring all pages are copied and inserted correctly.
- Attending various settlement meetings and recording minutes.
- Scheduling Title Deeds.
- Compiling completion lists for conveyancing transactions and attending closings.
- Engaging in follow-up correspondence and updating solicitors and clients.
- Assisting with planning and strategy formation.
- Carrying out watching briefs and undertaking legal research; using initiative to research relevant statute and precedent for cases.
- Reorganised and restructured the file management system, achieving greater efficiency and organisation.
- Assisting with accounts and updating the practice management system.

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**Amicus Search and Recruitment, Dublin 2.**

*Role: Legal Office and Support Recruiter*

**2014 - 2015**

- Liaised with Law firms on a daily basis.
- Developed and maintained professional relationships with clients and candidates to ascertain their needs and establish a high level of customer service.
- Responsible for full cycle recruitment: understanding job requirements, sourcing, screening, interviewing, negotiation, presenting and handling the offer.
- Performed research, gathered information and analysed data for tracking and reporting purposes.
- Assisted candidates with resumes and prepared candidates for interviews through coaching and testing techniques.
- Maintaining professional etiquette and a high level of confidentiality at all times.
- Carried out daily business development exercises to cultivate new business while maintaining existing relationships.

**Jacqueline McManus Solicitors, Athy, Co. Kildare**

*Role: Legal Internship*

**May-August 2014**

- Briefed and attended solicitors in court; note-taking and compiling reports on proceedings.
- Organised client files and managed solicitor's case load through time management and organisational skills, ensuring client confidentiality at all times.
- Drafted letters and carried out general office organisation/administration tasks.
- Communicated with clients via email, telephone and face to face meetings.
- Achieved excellent feedback, due to my keen ability to learn, drive and rigorous work ethic.

**Beautiful Barkers & Gorgeous Growlers, The Towers, Co.Carlow.**

*Role: Owner/Director*

**2009-2012**

- Established a successful dog grooming business with excellent customer service.
- Carried out marketing, research and business development.
- Prepared and processed invoices and maintained accounts.
- Accounting systems: TAS Books
- Utilised my excellent communication and interpersonal skills to drive growth in a competitive market.

**INTERESTS**

- Carlow IT - Vice President of ITC Law Society and Convenor of Debating Society
- 3 Day Eventing, Show jumping - Won numerous All Ireland Events with my horses, both individual and team events.

***References available on request***