**Lisa Murphy**

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**Personal Profile:**

Through my experience to date I have developed a range of key strengths and skills. These include my ability to build a rapport with people and to develop positive, professional relationships with colleagues and clients. Whether working alone or as part of a team I am equally motivated and derive great satisfaction from completing tasks to the highest standard within the time allocated. I also consider myself to be helpful, friendly and approachable and will always do whatever I can to help people out. I am punctual, conscientious and trustworthy in all aspects of my life.

As it is evident through my experience outlined below there has been a significant period during the past two years where I have not worked in a legal setting. I emigrated to Australia in June 2022 and worked in hospitality and travelled my way around for two years before deciding to move back to Ireland on a permanent basis. The time I spent away travelling was incredible and I have made memories and friends to last a lifetime. I am so grateful for the opportunities that I had while I was away and I am now ready to jump back into my career and watch it progress with a newfound outlook on life.

**Education:**

**2010-2015 Leaving Certificate**  **Coláiste an Átha, Secondary School, Wexford** **415 points**

**Awards**: Meitheal leader  
 Represented my school as a helper on the Ferns Diocesan annual trip to Lourdes in 2014.

**2015 – 2019**  **Bachelor of Civil Law**  **Dublin City University**

Year 1 result: 2nd class honours grade 1  
Year 2 result: 2nd class honours grade 1

Year 3 result: 2nd class honours grade 1

Overall result: 2nd class honours grade 1

**Projects:**  I was involved in various group projects, most notably took part in the Moot Court module as part of our course which I thoroughly enjoyed.

**Work Experience:**

**Manager – Company Secretary** – Carne Group, 3rd Floor, 55 Charlemont Place, Dublin 2. **(October 2024 – Present)**

* Managing a varied portfolio of entities through the accurate preparation and issue of agendas, board papers and minutes for all board meetings
* Building and managing relations with clients and other stakeholders of funds.
* Following up on any issues raised at Board Meetings coupled with regular interaction with clients in order to provide an update at the next meeting.
* Acting as a channel of communication for non-executive directors, clients and other stakeholders.
* Reviewing developments in Corporate Governance and Company Law in order to advise and assist the directors with regard to their duties and responsibilities and compliance with their personal obligations under Company Law.
* Acting as a mentor to the junior members of the Company Secretarial Team and assisting them with any queries they may have.

**Legal Assistant –** Holding Redlich, 300 Queen Str, Brisbane, 4000, Australia. **(December 2022 – June 2023)**

* General administration and support to partners and fee earners including diary management and file maintenance.
* Manage billing process in accordance with firm timetable and prepare pre-bill.
* Assisting in the preparation of correspondence and complex legal documents - making amendments, redlining, retracting.
* Updating and maintaining client database and contact lists.

**Company Secretary –** Pinsent Masons, 1 WML, 1 Windmill Lane, Dublin 2. **(May 2021 – May 2022)**

* Acting as the primary point of contact for the provision of company secretarial services for a portfolio of regulated funds and Irish companies.
* Agreeing board calendars, sending calendar invitations and diarising agreed dates with the board of directors.
* Preparation, collation and issuance of board packs to meeting attendees within required timelines.
* Arrange all board meeting logistics.
* Attending board meetings for clients to include the taking and preparing of minutes, ensuring high level of attention to detail and ability to capture the essence of the meting effectively.
* Ensuring all company minutes books and registers are kept up to date.
* Assisting with the incorporation and setting up of entities.
* Assisting with annual corporate governance reviews where necessary.
* Preparation and submission of annual returns and filings to the Companies Registration Office and filings with the Central Bank of Ireland as applicable and ongoing regulatory compliance.

**Company Secretary – Senior Administrator**, Maples Group, 32 Molesworth Street, Dublin 2. **(January 2021 – May 2021)**

* Acting as a main point on contact for clients and Board of Directors.
* Acting as a channel of communication for clients and Directors on all matters of Company Law and Corporate governance.
* Scheduling, coordinating and attending Board and Committee meetings.
* Drafting agendas, minutes and resolutions.
* Maintaining statutory books and records and coordinating statutory and regulatory filings.
* Coordinating document execution.

**Company Secretary – Administrator**, Maples Group, 32 Molesworth Street, Dublin 2. **(June 2019 – December 2020)**

* Ensuring the Companies Registers including registers of members, directors and secretaries are up to date and available on request.
* Filing relevant forms with the Companies Registrations Office including the Company’s Annual Return.
* Making filings on the Central Bank of Ireland’s Online Reporting System.
* Preparing Board Packs for Board Meetings.
* Ensuring that important Company documents are filed away and kept.
* Answering queries that clients may have.

**Work Experience,** Lombard, Cullen and Fitzpatrick Solicitors, 10 McDerrmott Street, Gorey, Co Wexford. **(January 2019 – April 2019)**

* Filing documents.
* Photocopying necessary documents for individual solicitors when attending court.
* Reading through cases and understanding the law and how solicitors and the courts deal with each individual case.

**Deli and Shop Assistant**, Hammel’s Centra, Kilmuckridge, Gorey, Co. Wexford. **(June 2014 – May 2019)**

* Maintained friendly and courteous attitude towards customers.
* Ensured freshness of products by constantly rotating food and adhered to all standards of health, safety and hygiene.
* Worked as part of a team in a busy work environment.

References available upon request

**Interests:**

Music:

* For two years I had my voice trained by Deirdre Masterson an award-winning Irish Soprano.
* I regularly sing traditional Irish songs with my sisters and enter local competitions and participated in many Fleadh Ceoil competitions.

Sport:

* Played camogie for my local club Oulart the Ballagh from the age of 6 until I was 16.
* Numerous underage medals and captain for camogie with my local club and numerous certificates for grades in swimming.

Reading