Mellissa Melvin

Address: 33 Hampton Crescent, St. Helen’s Wood, Booterstown, Co. Dublin.

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Profile:A highly motivated law student who has passed all FE-1 exams, pursuing a Trainee Solicitor position. Experienced as a Paralegal and Legal Secretary. Highly organized with great attention to detail when working with legal documents. Excellent communication and listening skills when dealing with clients and trustworthy in handling confidential information.

**EDUCATION**

**FE-1 Examinations –** Passed All 8 FE-1 Exams **2019 – 2021**

**NUI Galway** *– LLB (Awarded 2.1)* **2017 – 2018**

**NUI Galway** *– Bachelor of Arts, Legal Studies and Geography (Awarded 2.2)* **2012 – 2015**

**St. Nathy’s College, Co. Roscommon** – Leaving Certificate**2008 – 2012**

**EXPERIENCE**

**Nursing and Midwifery Board of Ireland, Blackrock, Co Dublin. December 2020 – Present**

*Clerical Officer (Grade IV) – Fitness to Practise Department*

* + Assist in all aspects of preparing matters for Inquiries and Call Overs
	+ Support the Fitness to Practise Committee by preparing all of the relevant documents and making all of the necessary arrangements in preparation for Inquiries
	+ Liaise with the CEO’s legal teams regarding inquiry preparations and all other relevant stakeholders including nurses, midwives and witnesses
	+ Act as the Moderator at remote Inquiries and Call Overs
	+ Maintain data storage and filing duties

**Maples Group, 75 St Stephen's Green, Dublin 2. October 2018 – February 2020**

*Construction Paralegal (October 2019 – February 2020)*

* + Drafting, reviewing and amending contract documents from both project developer and project funder perspectives. Compiling large volumes of documents for meetings and final execution
	+ Liaising, briefing and meeting with various internal departments and external clients and solicitors
	+ Aiding the construction team in administration support, legal research, diary management, preparing correspondence and filing duties

*Corporate Secretary (October 2018 – October 2019)*

* + Administration support for seven fee earners and working as part of the team
	+ Creating, amending and formatting legal documents with a high degree of accuracy, preparing execution versions and filing of documents
	+ Processing and distributing invoices to clients and assisting in all aspects of the billing process
	+ Diary management, arranging meetings and international travel plans
	+ Gathering and maintaining up to date KYC documents on all files and various administration duties

**Law Offices of James G. McCarney, 29 Broadway, New York Sept 2015 – Sept 2016 and July 2017 – Sept 2018 (over 2 years)**

*Litigation Paralegal*

* + Communicating daily with clients, opposing counsel and court personnel regarding strategy, case issues, scheduling and case files
	+ Drafting various legal documents, such as Affidavits/Affirmations, Memorandum of Law, Document requests, responses and Motion Papers, doing both electronic and physical court filings
	+ Assisting Attorneys at various court proceeding, conferences and depositions, preparing and reviewing exhibits for same
	+ Conducting case research and assisting with case development in a variety of different areas, including, employment matters, personal injury claims and trust and estate matters
	+ Both reviewing and preparing large volumes of hard copy and electronic document production for use as evidence in court

**Comyn Kelleher Tobin, Cork July 2016**

*Legal Intern*

* Assisted with general administration and filing duties. Completed legal research projects

**Berwick Solicitors, Galway May 2015**

*Legal Intern*

* Processing incoming and outgoing mail, preparation of letters and general administration duties. Completed legal research projects for medical negligence claims

**Non-Legal:**

* **Melvin Auto Parts Co. Roscommon - April ‘12 – Sept ’15 and Sept ’16 – May ‘17**

*Office Administrator*

* Payroll duties using Sage Software and general HR duties
* Processed accounts receivable and payable for customers and suppliers. Liaised with customers and suppliers regarding orders and account status.
* General Administration and PA duties
* Dealt with incoming invoices, deliveries and stock management. Used MAM software to manage stock and accounts

**Short Term:**

* + Avolon, Legal secretary – September to October 2018
	+ Lidl, Store Assistant - Summer 2015
	+ Harmac Medical Products, Factory Operative - Summer 2014
	+ Devine’s Lounge, Bartender – Summer 2012

**Achievements and Interests**

* Yale University Certificate for completing a 9 week online course called ‘*A Strategic Playbook for Becoming a Principled and Persuasive Negotiato*r’. (March – May 2020)
* Completed a Street Law training course while in NUIG
* Participate in Shalom Centre for Conflict Resolution and Reconciliation fundraising events
* Volunteered in primary schools in Galway city as part of the ALIVE Programme
* Interested in Gaelic Football, painting and travelling