Mihaela-Roxana Godinac

**Phone:** 0894892611

**Email:** godinac.mihaela-roxana@fspub.unibuc.ro

I am highly organized and proactive with excellent communication skills and a strong work ethic. I possess a proven ability to work well in team environments and collaborate effectively with peers. Seeking a legal executive position at a prestigious law firm to further develop my skills.

**EDUCATION & TRAINING**

**Legal Executive Studies**, City Colleges 2024

**Fe1s**: Property, Criminal, Contract Law, Tort, Equity. 2023 – to date

# **PhD** Law and Artificial Intelligence, Nova University. 2023 – to date

# **MA** Comparative Politics, University of Bucharest. 2020 - 2022

# **MCL** Common Law,University College Dublin. 2020 - 2022

# **BA** Political Science, University of Bucharest. 2017 – 2020

**Work Experience**

**Corporate Receptionist, McCann FitzGerald LLP, Dublin March 2024 – to date**

Skills Acquired: Teamwork, Administrative, Customer Service, Client Care. Proficiency in Excel, Outlook, Condeco, Booking, and Proxyclick. Managed partner meetings. So far, I have successfully completed training in Outlook, PDF manipulation, PDF binders and eBibles creation, Word legal formatting, QuickShare, and both introductory and intermediate Excel, as well as all levels of Word.

Key Achievement: Consistently delivered exceptional customer service and streamlined administrative processes. Ensured smooth partner meetings, contributing to a positive client experience and efficient office operations under the supervision of the Manager. Promoted from part-time to full-time in just two months.

# **Legal Secretary, Ferrys Solicitors** **Oct 2023 – March 2024**

# Skills acquired: teamwork, administrative, customer service, client care. Excel, Outlook and LawNet.

Key Achievement: Consistently delivered exceptional client care and streamlined administrative processes within the property team, contributing to efficient property transactions and a positive client experience under the supervision of senior legal staff.

# **Internship, Broderick, Cahalane, Moore Solicitors (BCM Solicitors) Aug 2023 – Oct 2023**

As a legal internship at BCM Solicitors, I played a pivotal role in supporting daily operations and legal processes, demonstrating exceptional proficiency in telephone management, client relations, legal research, and document control, contributing significantly to the firm's efficiency and client satisfaction.

Skills acquired: Telephone Management, Client Relations, Client Reception, Secretarial Support, Document Control, Legal Research Support, Meeting Coordination, Expense Management, Office Supplies Management, Compliance and Records Management, Filling paperwork in UpInCourts System, Affidavit Writing, Zoom Meetings with Clients, Assisting Clients, Supporting Solicitors, Court and Meeting Coordination, Bail processes for clients.

Key Achievement: Successfully led and coordinated a team of interns, providing guidance and instruction to ensure smooth operations and effective support to the legal team. Particularly proud of assisting clients in Romanian and Portuguese, effectively communicating in their native languages to provide personalized and culturally sensitive assistance.

# **Paralegal, Mercury Engineering Oct 2022 – Aug 2023**

Skills Acquired: Prepared and reviewed legal documents, including contracts and compliance forms, ensuring accuracy and adherence to regulatory standards. Assisted in drafting, negotiating, and finalizing construction contracts, subcontracts, and amendments. Monitored project activities to ensure compliance with legal and safety regulations. Coordinated with legal teams, project managers, and external stakeholders via emails, phone calls, and meetings. Processed invoices and payments, maintained financial records, and ensured alignment with project budgets. Conducted site visits to gather information for legal cases and compliance checks. Utilized Aconex, Procore, Outlook, Teams, Excel, PowerPoint, and SharePoint for efficient legal and project documentation.

Key Achievement: Effectively managed legal and administrative tasks for multiple construction projects, improving contract administration and regulatory compliance, which contributed to enhanced project efficiency and legal adherence.

# **Commercial & Legal Analyst, Bank of Ireland Sep 2020 – Oct 2022**

Skills Acquired: Provided exceptional service to clients, promptly addressing inquiries and resolving issues. Managed communications via emails, phone calls, and meetings, ensuring effective client and team interactions. Executed various administrative tasks, including document management, scheduling, and record-keeping. Diagnosed and resolved client issues efficiently, minimizing operational disruptions. Managed payment transactions, maintaining accuracy and compliance with financial regulations. Conducted detailed reviews and investigations of financial and legal documents to ensure accuracy and compliance. Utilized Excel, Outlook, Teams, SharePoint, and DocuSign for efficient data management and documentation.

Key Achievement: Implemented a new document management system, significantly improving the accuracy and efficiency of document handling, which led to a 20% reduction in processing time and increased overall client satisfaction.

**Language Skills:**

English – Native, Romanian – Native, German – Advanced, Portuguese – Advanced.

**Interests and Hobbies**

Volunteering, Politics, Youth Engagement, Environmental Conservation, Digital Literacy, Mental Health Awareness, Community Involvement and Social Activities.

**Achievements**

**Law Society of Ireland**: Environmental, Social & Governance (ESG) **MOOC** 2024

**Matheson** First Step Programme May 2024 – to date.

**WFirst** program at William Fry May 2024.

**Matheson** Mixer Programme February 2024.

**A&L Goodbody** Internship Insights 25 January 2024.

**Arthur Cox** Access AC event January 2024.

**WFirst** program at William Fry January 2024.

**William Fry Mock Trial** February 2022.

**Activities Officer, University College Dublin Politics, and International Relations Society** 2020-2021.

**EP-JMN Summer School "EU Values in Times of Crisis: Navigating Challenges and Upholding Unity"** University of Salamanca, Spain 2023.

**Speaker, UCD Law Society's Debate on Article 41.2 of the Constitution** 2023.

**Facilitated the "Youth Democracy Academy" Study Session** in 2023 for the European Counsil at the European Youth Centre Budapest, to teach young people about democracy and empower them to be civically active.

**"Set for Success" Event - UCD Careers** 2023 I engaged with prominent law firms such as **McCann Fitzgerald, Eversheds Sutherland, Matheson, Flynn O'Driscoll, William Fry, and Walkers**. Explored opportunities in quantitative trading and equity, gaining valuable insights into the legal industry's multifaceted landscape.

**‘EUAct2’ Discussions** in Vienna 2023. Explored and delved into crucial topics, including EU engagement, migration, climate, and digitalization, fostering an exchange of ideas and perspectives among diverse youth representatives. Collaborated with partners and young minds from different European countries to develop innovative policy ideas for the EU Council, emphasizing the importance of youth voices in shaping the future of the European Union.

# **Completed Commercial Technology Simulation - A&L Goodbody** 2024.

# **Completed White Collar Defense & Investigations Job Simulation – Latham & Watkins LLP** 2023.

# **Completed Litigation Job Simulation Program - Wilson Sonsini** 2023.

# **Completed Commercial Law Job Simulation Program- Matheson LLP** 2023.

**SpunOut - South Dublin Youth Representative - Volunteer** (is Ireland’s youth information and support platform, on mental health and wellbeing).

**References available on request.**