

NIAMH RYAN

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Email: niamhlouis1234@gmail.com**EDUCATION & QUALIFICATIONS**

2013- 2015: **Griffith College Dublin-** Postgraduate Diploma in International Law
-Merit

2010-2013: **Bangor University LLB (Hons)** óSecond Class Degree

2004-2010: **St Louis High School, Rathmines, Dublin.**
Leaving Certificate: - 390 points

EMPLOYMENT HISTORY:

February 2014-present: **McGrath McGrane Solicitors, Capel Building, Dublin**

Legal Administrator

- Answering the reception phone and communicating with clients on a day to day basis.
- Carrying out administrative work on behalf of all solicitors.
- Filing, scanning and photocopying duties.
- Working with the accounts system Lex and ensuring all accounts are kept up to date.
- Drafting documents such as Judgment sets, Petitions, Declarations of Service, Civil Bills, CA24s and accompanying documentation, Land Registry and Registry of Deeds forms, Family Home Declarations and closing documents for Sales.
- Have a lot of experience in areas such as Conveyancing, Probate, Debt Collections and Liquidations and dealing with immigration clients.
- Ensuring the office and equipment is in working order and dealing with Technicians when there are issues.

October 2013- February 2014: **Townley Kingston, Sandyford, Dublin.**
Receptionist, Legal Administrator

- Working on reception and communicating with clients.
- The use of a Dictaphone and carrying out day to day administrative work.
- Working with the Company Database Evolve.

- Organising meetings and ensuring the office was kept in order.
- Filing, scanning and photocopying duties.
- Keeping track of the petty cash.

August 2013- October 2013:

**Gilligan Black Recruitment, Dublin.
Temporary Receptionist**

- On call receptionist to cover sick leave, absences, holiday leave etc.
- Communicate with clientele, work databases, filing, and photocopying
- Depending on what company I was sent to would depend on any other administrative work that was entailed.

Summer Work Experience

June 2007- December 2012:

**Benville Robinson, Bray, County Wicklow.
Receptionist, Legal Assistant**

- Carried out research tasks and drafted letters on behalf of the administrator through the use of a Dictaphone
- Worked with figures through learning how to debit clients and working on office accounts.
- Filing, photocopying and binding.
- Answering calls and communicating with clients.
- Closing off files which have been dealt with.

October 2007 ó February 2008:

The Hair Room, Churchtown, Dublin.

- Carried out tasks such as ensuring the Salon was kept in order.
- Communicated with clients and ensuring they were comfortable
- Taking and recording appointments.

POSITIONS OF RESPONSIBILITY

- Volunteering as a Lifesaving couch for St Louis High School- teaching students the required skills of how to act when a person come into difficulty when swimming.
- Peer teaching on the affects of Alcohol- role was to ensure that young people knew the side effects of alcohol and its long term abuse and effects on the human body.
- Peer Guide for the School of Law ó mentoring new students as they settle in to university by providing information, advice and support.
- Team Leader of a case in relation to the Innocence Project

- Senior Council in Mooting competition
- Tour and Social Secretary for the Bangor Ladies Gaelic Football Team- responsible for running the monthly Pub Quiz and Bingo fundraiser, ensuring that the girls got from nights out safely home and to organise such social events. As Tour Secretary I had the sole responsibility of organising and setting up the first ever Gaelic Tour from Wales to Dublin.

SKILLS

- Experienced in conducting internet and legal databases searches
- Proficient IT skills, including Microsoft Word, Powerpoint, Excel and Access, Landdirect.ie, Lex and Evolve.
- Languages: Gaelic (fluent), German (good conversational)
- Communications, Organisation, Time Management and Correspondence skills.

INTERESTS AND ACTIVITIES

Voluntary: I was a lifesaving instructor for St Louis High School, Peer Guiding for Bangor University, Innocence Project Team leader, Mooting in University competitions and running for Law Society President.

Sport: I have participated on many sports teams such Gaelic Football, Camoige, Hockey, Swimming and Lifesaving. In my own time I like to run and attend the gym. I take place in Women's Mini Marathon, Tough Mudder and Hell and Back on a yearly basis.

REFERENCES

Ann McLaren,
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