

Nicole Bateman

Legal Executive and FE1 Candidate

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Professional Profile

A focused and highly motivated individual with a Master's in Law and International Justice from National University of Ireland Maynooth. Six FE1 examinations passed with the aim of completing the remaining two in March 2020. Possesses knowledge of various legal codes, processes and concepts with experience working within a fast paced legal firm. Highly attentive to details with proven abilities in office administration and client interaction – drafting proceeding, case management and administrative support. Quick to learn new roles and responsibilities with the flexibility to adapt to diverse situations. A valuable member of a multi-disciplinary team with strong organisational, analytical and communication skills.

Education

2018 - 2019  Master's in Law and International Justice (2.1) – Dissertation (1.1)
 National University of Ireland Maynooth

2014 – 2017  B.A in Economics, Politics & Law (2.1)
 Dublin City University, Glasnevin, Dublin

Career Summary

April 2019 – Present  Legal Executive
 Carlisle Solicitors, St. Andrews Street, Dublin 2

KEY HIGHLIGHTS

- Drafting legal documents such as claim notices, civil bills, declarations and affidavits, notice of particulars etc.
- Support role to the partners and solicitors
- Maintaining key dates and diary management, and dealing with routine correspondence.
- Assisting fee earners in the administration of high volume caseloads
- Preparation and entry of legal information into case management system

RESPONSIBILITIES

- Filing, invoicing, archiving and general administrative support to fee earners
- Managing own caseload and daily tasks as prescribed
- Liaising with Sheriffs, private investigators and court clerks
- Court attendances at District, Circuit and High Court hearings and liaising with counsel and clients
- Proof reading documents and checking cross references etc.
- Assisting with litigation projects including preparation of Court bundles

Nov 2017 – May 2018

 Sales Advisor
 Hertz European Service Centre, Swords, Co. Dublin

KEY HIGHLIGHTS

- Enhanced sales revenue by spotting opportunities and recommending products to customers
- Ensured high level of customer service standards using excellent planning/coordination skills

RESPONSIBILITIES

- Effectively communicated with customers to address queries/issues in a professional manner
- Proactively listened to client requirements and offered them the best available solutions

May 2016 – September 2016

 Office Administrative Assistant
 Euro Car Parks Head Office, Swords, Co. Dublin

KEY HIGHLIGHTS

- Processed monthly expenditure reports and submitted them to the management team
- Effectively collaborated with the UK office to discuss/resolve issues related to financial accounts

RESPONSIBILITIES

- Addressed public requests/issues who had received parking charge notices in a calm manner
- Assisted with processing staff payroll and recorded credit card payments using relax system

Key Skills

COMMUNICATION, LIAISON & INTERPERSONAL

- Confidently demonstrated strong communication skills to interact with a wide variety of office personnel/clients
- Liaised between staff of all levels and other stakeholders to exchange relevant information and resolve issues
- Collaborated with the management in ensuring compliance of all the company policies, procedures and protocols

CLIENT SERVICES & RELATIONSHIP MANAGEMENT

- Facilitated outstanding client relations through positive and reliable services in line with business objectives
- Ensured high level of client service standards using excellent planning, coordination and interpersonal skills

ADMINISTRATION, ORGANISATION & TEAMWORK

- Typing speed of 70 words per minute
- Maintained high flexibility and performed well under pressure while undertaking multiple office support roles
- Displayed skills in organising high volume of workload and managing them in a systematic way
- Collaborated with all members of the team while working with diverse people in differing environments
- Managed accurate records – maintained strict confidentiality and facilitated easy retrieval when required

LEGAL EXPERIENCE

- Assisted in drafting District, Circuit and High Court proceedings
- Attended initial consultations and advised clients in relation to the debt collection process
- Screened potential new clients and carried out risk assessment procedures
- Attended locus standi inspections with clients and insurance representatives
- Carried out AML checks in line with Law Society regulations

Interests

All Ireland and Dublin Champion in Irish dancing. Participated as part of a Leinster championship Irish dancing team.

Elected class representative to Dublin City University Law Society.