

Nicole Bateman

Legal Intern and FE1 Candidate

Contact

Rush, Co. Dublin
0862692369
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Key Skills

Legal Drafting
Case Management
Team Player
Typing speed approx. 90 wpm
Great interpersonal skills
Digital Dictation
Microsoft Office
Research Skills

Objective

An aspiring solicitor with a Masters in Law and B.A Degree in Economics, Politics and Law. Seeking a training contract after the successful completion all FE1 examinations. A valuable member of a multidisciplinary team with strong organisational, analytical and communication skills.

Employment History

March 2019 – April 2020

Legal Intern • Carlisle Solicitors, 17 St. Andrews Street, Dublin 2

- Drafting legal documents such as claim notices, civil bills, affidavits of debt, notice of particulars etc.
- Court attendances and preparation of court bundles at District Court and High Court hearings and liaising with counsel and clients.
- Liaising with Sheriffs, private investigators and court clerks.
- Proof reading documents and cross-checking references.
- Contacting arrears customers directly during the pre-litigation and identifying customers' previous history and current financial circumstances in order to evaluate an appropriate payment proposal

October 2017 – May 2018

Sales and Customer Service Advisor • Hertz European Service Centre, Swords, Co. Dublin

- Identified and maximized sales opportunities
- Brought forth an energetic attitude and positive work ethic
- Maintained an up to date knowledge of all retail promotions
- Provided superior customer service to clients by addressing all questions and concerns
- Selling to new and existing customer throughout Ireland and the UK
- The development and retention of customers, ensuring long term mutually satisfactory relationships are maintained

May 2016 – September 2016

Customer Service Representative and Administrative Assistant •

Eurocarparks Head Office, Swords, Co. Dublin

- Engaged in active listening with callers and responded accurately and efficiently while following the company's communication procedures and policies
- Remained calm under intense pressure and displayed patience with disgruntled customers
- Submitted and reconciled expense reports, monitored invoices and carried out various administrative duties such as filing, typing and binding etc.

August 2015 – May 2016

Front of House Receptionist • Backstreet Dance Studios, Swords, Co.

Dublin

- Remained punctual, flexible and adaptive while handling the sorting and distribution of mail and overseeing front desk operations
- Served as a friendly and helpful first point of contact for customers
- Tracked office supplies, placed new orders and ensured adherence to assigned budget.

Hobbies

Yoga
Irish Dancing
Running

Education

March 2019 – March 2020

FE1 Candidate, Law Society of Ireland

September 2017 – March 2019

LLM in International Law and Justice, National University of Maynooth Ireland (2.1)

September 2014 – May 2017

B.A in Economics, Politics and Law, Dublin City University (2.1)

September 2008 – May 2014

Loreto College, Balbriggan, Co. Dublin

References

Available upon request.