

NICOLE STUPAR BA LLB

25 Leinster Street North, Phibsborough, Dublin 7

n.stupar1@gmail.com

0860889839

RELEVANT WORK EXPERIENCE

December 2016 - January 2017 - Travelling

October 2016 - November 2016 (Temping)

Legal Executive at Cullen O'Beirne Solicitors, Dublin 7

Legal Executive at Ronan Daly Jermyn Solicitors, Dublin 1

- Worked in the Conveyancing and Litigation departments
- Dictaphone typing and secretarial duties
- Drafted legal documents for court
- Receptionist duties

December 2014 – October 2016

Legal Executive at Kent Carty Solicitors, Dublin 1

- Worked for one partner and one fee earner in the Defence Litigation Department, which had some Plaintiff files
- Some of my duties included preparing Motions and Affidavits for court, organising settlement meetings, preparing documents for Notice of Trial, preparing letters and documents upon receiving a hearing date, organising medical appointments and following up on reports and medical records
- Served Personal Injuries Summons, Affidavits of Verification, Notice for Particulars, Replies to Particulars, Defence etc.
- Completed the Injuries Board Application Form A and liaising with the Injuries Board on progression of the case
- Liaised with Barristers, insurance companies, expert witnesses, client's on a daily basis
- Made briefs for Counsel and for court
- Preparing, scanning, copying, scheduling discovery documentation on an excel spread sheet and preparing booklets for court
- Conducted legal research
- Occasionally stamped and filed documents in the Four Courts, Family Courts, Probate office and Land Registry offices

April 2014 – December 2014

Legal Executive at O'Mara Geraghty McCourt Solicitors, Dublin 4

- Worked for three partners
- Gained experience in probate, conveyancing, family and some employment law
- Some of my duties include following instruction to extracting grants of probate, typing and witnessing Wills, making people Enduring Power of Attorneys, A Ward of Court, drafting leases for businesses and private houses and following the general procedure for buying and selling property
- I made briefs for Counsel and for court
- Attended court with Counsel and in the office I took notes in client consultations
- Photocopied, used a franking machine and sorted the post
- Provided cover relief for receptionist duties

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March 2013 - April 2014

Legal Executive at M.E. Hanahoe Solicitors, Dublin 2

- Worked for one senior partner and two fee earners
- Gained in-depth knowledge in areas such as litigation, probate, conveyance, family law and criminal law
- Attended court regularly for the office: Four Courts, Criminal Courts of Justice and Cloverhill High Court, Licensing Court, Family Law District and Circuit Courts
- Completed prison visits for the office in Mountjoy Prison and in Cloverhill Prison
- Dealt with phone queries, prepared briefs for court, liaised with barristers and solicitors about cases on a daily basis and completed administrative tasks such as filing and photocopying.
- Stamped and filed documents in the Four Courts, Family Courts, Probate office and Land Registry offices.
- Responsible for the drafting and application of ongoing liquor licensing for pubs and restaurants
- Have been trained in Keyhouse dictation system

September 2010 – April 2011

Legal Executive at Horan & Son Solicitors, Galway

- Dealt with highly confidential and sensitive data professionally and compassionately
- Prioritised daily tasks around compiling barrister's briefs
- Created, managed and closed case files
- Organised ingoing and outgoing post
- Devised schedule of special damages for a number of cases
- Given responsibility for documents being sworn by another solicitor or peace commissioner, in addition to documents stamped in the courthouse
- Transcribed from dictaphone to text
- Labelling, filing and archiving files (deeds, wills, etc.)

June 2009 – August 2009:

Legal Assistant at Adrian P. Bourke Solicitors, Co. Mayo

- Typing (legal documents, letters, information for client files, etc.)
- Labelled, filed and archived (wills, deeds, etc.)
- Accompanied solicitors to court
- General office tasks (faxing, photocopying, etc.)

NON-RELEVANT WORK EXPERIENCE

June 2011 – December 2011

Bridgelife Corporation, 6 Hanover Street, Edinburgh, Scotland.

- Worked as a Trainee Manager in marketing; Each sales person had to meet daily targets before being promoted to Trainee Manager; In particular, I learned about teamwork, presentations and dealing with the public.

May 2007 - February 2013

Restaurants - Ballina, Co. Mayo - Waitressing

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EDUCATION

September 2010 – May 2012:

LLB (2.2 Hons) NUI Galway

Subjects: Equity; English Land Law; Administrative Law 1 & 2; Family Law; Insurance Law; Criminal Justice; Law of the Sea; Irish Land Law.

September 2007 – May 2010:

BA (2.2 Hons) Legal Science and English NUI Galway

Subjects: Company Law; European Union Law; Criminal Law; Tort; Constitutional Law; European Human Rights; Health Law and Policy; Contract Law; Legal Methods & Research; Irish Legal Systems.

September 2006 – June 2007:

Leaving Certificate, Scoil Mhuire & Pádraig, Swinford, Co. Mayo.

SKILLS

- 60 WPM
- Proficient in legal case management systems, including Partner, Keyhouse and Legal Evolve
- Worked in Defence Litigation, Plaintiff Litigation, Probate, Conveyancing, Criminal, Family Law and Employment
- Trained in Microsoft Office, Excel, Powerpoint
- Making briefs, scheduling discovery documentation
- Drafting court documents
- Legal research
- Excellent interpersonal and communication skills
- Driving - full licence (10 years)

ACHIEVEMENTS, HOBBIES, AND INTERESTS

- Basketball, Tag Rugby, Swimming, Jogging
- Going to plays, musicals, music gigs and festivals
- Arts and crafts especially drawing and decoupage
- Played basketball for NUI Galway - won runners-up in the Basketball Shield Cup
- Captained the NUI Galway League Team for one year
- Recreational Officer for the women's NUI Galway Basketball club and we won club of the year, it was the first time the club had won the award.

REFEREES

- Provided upon request