

**Name:** Owen Johnston  
**Address:** 12 Saint Johns, Ballinalee, County Longford  
**Phone Number:** 085 2088687  
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## **EDUCATION**

1991-1996	Secondary	St. Mels College Longford Leaving Certificate
1998-2002	Third Level	Letterkenny Institute of Technology B.A Legal Studies with Taxation
2012-2014	Third Level	Blanchardstown IT / Citizens Information Board Diploma in Information Provision, Advocacy and Advice FETAC Level 6

I have passed all 8 Law Society FE1 Examinations

## **SKILLS**

I have over twelve years legal office experience.  
I also have over three years' experience as an Information Officer and Advocacy Case Worker.  
Proficient with Microsoft Office, Excel, Word etc.  
Typing Skills 50 words per minute.  
Audio/Dictaphone skills.  
Efficient in Opsis, Keyhouse and Kellys Case management systems.

## **HOBBIES AND INTERESTS:**

Running.  
Fly-Fishing  
Model Aircraft building.  
I am a Volunteer with Alone.

## **REFEREES**

Connie Gearty  
Development Manager  
Longford Citizens Information Service  
0761075890

Hugh J Ward - Principal  
Hugh J Ward & Company  
IFSC, Dublin 1  
01 4768300

Colman Curran  
Partner - Mason Hayes & Curran Solicitors  
01 6145000

## **EMPLOYMENT HISTORY**

**October 2015 – Present:**

**Michael F. Butler & Company Solicitors**  
34 Main Street, Longford, County Longford

### **Duties**

- Legal Executive
- Dictaphone and copy typing
- Progressing all conveyancing, litigation and probate files from start to finish.
- General Office Administration duties.

**September 2011 – October 2015:**

**Longford Citizens Information Service**  
Level one, Longford Shopping Centre 0761075890

### **Duties**

- Information Officer & Advocacy Case Worker
- Direct delivery of information, advice and advocacy services to the public.

**January 2009- February 2011:**

**Porter Morris & Company Solicitors**  
10 Clare Street, Dublin 2, 01 6761185

### **Duties**

- Legal Executive
- Debt Recovery Department
- All Debt Recovery matters

**July 2006 – January 2009:**

**Mason Hayes & Curran Solicitors**  
Barrow Street, Dublin 2, 01 6145000

### **Duties**

- Legal Secretary to Senior Associate
- Litigation Department
- Audio/Copy Typing
- Brief/Court Documents preparation
- General Office Administration

**August 2002 – June 2006:**

**Hugh J. Ward & Company Solicitors**  
IFSC, Dublin 1, 01 4768300

### **Duties**

- Legal Executive
- Debt Recovery Department