Pamela Da Silva

**Profile:** I ‘am self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I am also an energetic and enthusiastic person who enjoys a challenge and achieving personal goals.

**Education:**

2016-2019- Maynooth University, BCL (Law and Spanish)

2009-2015- St. Peter’s College, Dunboyne

2015-2016- Dunboyne Further of Education, Level 5 Word Processing (IT) and European Studies

**Work experience:**

**ByrneWallace -** I am currently working as Support Secretary for the Property department and mainly involved on Cerberus project. This role involves the following:

* Dealing with client queries and legal correspondence regarding legal quotes, settlement agreement, deed of release/discharge and conflict check for Cerberus project
* Engaging with a wide range of clients from Link Asset Managers, providing guidance on legal information to clients in a way  that ensures understanding
* General Administrative on Property Projects /scheduling closing documents
* Answering phone calls and emails regarding client queries. Using

**Meridian Global services-VAT consultant June 2019 - Present -** A**s** a recent graduate I was fortunate to have the opportunity to work as a VAT consultant at Meridian Global services. This job helped to develop new skills and to be more confident. My role as VAT consultant involved the following:

* Drafting emails using with the correct legislation to clients
* Prepare registration questionnaires for businesses
* Prepare business flow using excel
* Taking notes at AGMs
* Review documents and financial records to determine forms needed to complete tax returns

 **Maynooth University Receptionist 2018-2019 -**I worked in Maynooth for 1 year, helping the staff to organise conference events, answering calls, replying to messages diary management, booking accommodation and taking notes at meetings. . I was also involved with different people from all over the world that came in to stay in college. This job helped to develop my confidence, multitask skills and communications. I was also happy that I could use another language and my IT skills while working there.

 **Best Men’s Wear 2018:** I achieved so much on this job where I was given considerable responsibility for serving customers and hitting my target every day. This job helped me to develop excellent customer’s skills and managing long hours in a busy environment and answering phone calls.

**Volunteering Work 2017 -** ‘Food & Supplies’ I helped the homeless in Dublin City with food and supplies every Sunday.

 **Pair Mobile 2016-2017:** This job enabled me to develop an excellent problem-solving skill, working with technology and helping people to solve technology problems, such as computers and mobile phones. I was given the responsibility to open and close on my own every day.

**Other skills:**

* Computers
* Languages
* Spanish
* Portuguese
* Computer skills & Research Skills: Good Knowledge of Microsoft Word, PowerPoint and fast typing skills.
* Communication skills: I have been an active member of the debating team in my law society group

**Interests & Achievements:**

* Member of the Maynooth Basketball Society
* Computers
* Moot Court**:** I was always involved in Moot Courts in college. Two teams presented apposing arguments on behalf of the respondent and the applicant. Arguments were researched and presented orally in a cohesive manner. Each student were questioned by the judge to assess their understanding of the issue

**Reference**:

Available on request.