

## **PAMELA DA SILVA**

### **PROFILE**

I am a self-motivated, organised candidate who is capable of working under pressure and using my own initiative. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I am an enthusiastic person who enjoys a challenge, working with a team and achieving personal goals.

### **EDUCATION**

- **2016-2019**- Maynooth University, BCL (Law and Spanish), Level 8 Honours Degree in Civil Law
- **2015-2016**- Dunboyne Further of Education, European Studies and Spanish
- **2009-2015**- St. Peter's College Dunboyne, Leaving Certificate

### **WORK EXPERIENCE**

#### **Byrne Wallace – (Nov 2019 – Present)**

Legal Assistant, Commercial Real Estate

- Preparing PRA forms for first registration, instrument requests;
- Submitting title deeds to PRA;
- Reviewing and scheduling title deeds for properties ;
- Drafting declarations and Deed of transfers and Undertaking;
- Drafting letters to clients and PRA;
- Interact with solicitors on a proactive basis- communicating to resolve any issue;
- File Maintenance and general administrative support;
- Engaging with a wide range of clients providing guidance on legal information to clients in a way that ensures understanding; and
- Answering phone calls and emails regarding client queries.

#### **Meridian Global services – (June 2019 – September 2019)**

VAT consultant

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

#### **Maynooth University Receptionist – (2018-2019)**

- Assisting with organising conference events, answering calls, replying to messages;
- Diary management, booking accommodation;
- Taking memorandum of meetings; and
- Liaising with international students on campus.

## **SKILLS**

- Fluent in Spanish
- Fluent in Portuguese
- Good knowledge of legal software and database
- 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
- Moot Court

## **REFERENCE**

Available on request.