

Rachel Elodie Nangle

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As a Law Graduate and having worked for 7 years within the legal field I wish to further my career in law to become a qualified solicitor. With my position as a legal secretary I bring practical experience to provide excellent client service.

Education

September 2009
– May 2011

B.A. in Law

Dublin Institute of Technology, Aungier Street, Dublin 8.

Achieved
Pass

Tort Law, Property Law, Contract Law, Company Law, E.U. Law,
Criminal Law, Law of Equity, Constitutional Law & Core Legal Skills

September 2008
– May 2009

Foundations in Law (Civil) - Diploma

Dublin Institute of Technology, Aungier Street, Dublin 8.

October 2007 –
May 2008

Legal Secretary Traineeship

FÁS Ballyfermot Training Centre,
Ballyfermot Hill, Ballyfermot, Dublin 10.

FETAC
City & Guilds
ECDL

FÁS Qualifications

Level 5 Certificate in Legal Services Support
Word Processing Levels 1 & 3
European Driving Licence (*Syllabus 4*) including Microsoft Word,
Excel, PowerPoint & Outlook

Work Experience

October 2013 - Present:

ByrneWallace Solicitors
Dublin 2
Legal Secretary

Secretary to Salaried Partner and team of solicitors working in the Property Department with ancillary practice management duties within other areas of the department as needed.

- Working daily knowledge of Microsoft Office, Outlook, DMS, BigHand, Ariton, Inter-Action, Axia Accounts and CORT.
- Drafting of letters and Contracts for Sale, and declarations for review by legal practitioner, formatting of documentation and preparation of engrossed documentation and issuing same.
- Preparation of booklets of title, scheduling of title deeds, requisitioning searches, management of data room file sites, drafting of invoices;
- Liaising with our accounts department to arrange for the remittance and requisition of cheques and electronic funds transfers;
- Co-ordinating and preparation of floor based projects for closure of files;
- Shared running of the file open procedure for the department;
- Diary management of meetings, appointments and conference calls, both internally and externally to the firm;
- Meeting strict deadlines in preparation of contracts, briefs and legal documents.
- General Administration and dictaphone, copy and straight typing (70+ WPM);
- Working as night secretary for firm as and when required / requested.

June 2009 – October 2013:

Patrick White & Company,
Dublin 2.
Personal Assistant / Legal Secretary

During my time at Patrick White & Company I was personal assistant and legal secretary to a sole practitioner office working in both private and commercial conveyancing, civil litigation, probate, company incorporation, and dealing with both office and personal matters in strict confidence. My tasks included the following:-

- First point of contact at reception, processing all incoming phone calls, liaising with clients, other solicitors and barristers.
- Working independently to manage files, drafting letters and Contracts for Sale and reporting to the legal practitioner on the up to date position with clients;
- Co-ordinate diary & travel management of all meetings and appointments, both office based business and private matters. Providing refreshments when required
- Administration & General Office Work, including post & all correspondence, Courier bookings, accounts maintenance, filing and archiving of clients records and file management.
- Created new file management system to improve process management for the administration of large estate sale files.
- Initiating and maintaining Q300 standard.
- Investigation of points of law in relation to new developments in conveyancing acts.
- Operated to strict deadlines in preparation of pleadings and legal documents.
- Dictaphone, copy and straight typing;
- Reconciliation of office accounts, stationary and supplies.

May 2008 – May 2009:

Fitzpatrick Gallagher McEvoy Solicitors
Smithfield, Dublin 7
Legal Secretary

- First point of contact with clients. Answering all incoming calls, working with six lines and twelve extensions in a legal firm specialising in civil litigation, personal injuries, employment cases, mortgage file management for lending institutions, and private conveyance;
- Administration & General Office Working, including post & all correspondence, filing and archiving of clients records and file management.
- Management of Pleadings database records, office stationary and supplies for the entire office.
- Attending at Court to deliver documents to counsel / solicitors, delivery of documents and serving of documents as and when required.
- Initiating and efficiently maintained a new filing system for recording and tracking of all clients' wills and deeds held in the office.
- Dictaphone, copy and straight typing for all solicitors and executive..
- Operating to strict deadlines in preparation of pleadings and legal documents as well as booklets and Pleadings for High Court, Circuit Court and District Court;
- Corresponding with clients, solicitors, barristers, medical examiners and engineers;

FÁS Legal Placement: Damien Maguire & Co. Solicitors,
Maynooth, Co. Kildare

- 10 week supervised workplace training - scheme conveyancing based

Interests and Achievements

General interests include:- knitting and crochet, sewing, books, films, and the outdoors.

- **Microsoft Office Specialist** - Power Point Certificate Achieved.
- Fire Warden Certified.
- Charity runs and walks and volunteer work with various animal rescue charities.
- Youth Exchange and charity work with ECO-UNESCO Dublin.

Referees are available upon request.