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| Rachel Smyth  12 Terenure Park, Terenure, Dublin 6W  Tel: 087 702 3820 Email: rachel.smyth.2016@mumail.ie | | | |
| Objective |  | **To obtain a position that will engage and challenge me, and to help grow my understanding and experience.** | |
| Summary |  | **I am enthusiastic, hardworking and resourceful, with experience working in a legal administration role. I am confident in my ability to establish and meet challenges head-on and have strong project management skills. I am a personable, efficient and competent worker with strong time-management skills.** | |
| Education |  | **Law Society of Ireland FE1 Exams 2019 - Present**  * **Criminal Law** * **Property Law** * **Sitting Tort and Contract Law in November 2020**  **LLB Maynooth University 2015-2019**  * **Ability to read widely and carefully** * **Communication in a succinct and clear manner** * **Balance the heavy workload of a degree**  **Leaving Certificate 2009-2015** **Monaghan Collegiate School** | | |
| Experience |  | **ByrneWallace Solicitors, Dublin December 2019 – Present** **Float Legal Secretary**   * **Preparing Notices of Application and Affidavits** * **Answering the phone and transferring calls** * **Supporting five fee earners in total** * **Fee earner diary management** * **Typing dictations** * **Preparing Court Allocations Spreadsheet and Running the Allocations Report** * **Printing, Scanning and Photocopying** * **Preparing Court Booklets, both physical and electronic versions including Booklets of Pleadings for Wardship**   **matters in the High Court**   * **Lodging Court Documents** * **Preparing Declarations of Service and Affidavits for our Commissioner for Oaths to swear**   **Barry Healy & Company Solicitors, Monaghan, Dublin June 2015 – August 2019**   * **Personal Assistant/Receptionist/Legal Secretary (P/T 2 Days per week)** * **Reporting directly to the Principal** * **Diary management & making travel arrangements** * **Digital Dictaphone, typing correspondence and letters** * **Dealing with incoming calls and transferring to relevant individual.** * **Providing excellent telephone communication and interpersonal communication to the clients daily** * **Printing and Photocopying** * **Attending court to assist the Solicitor with note taking or selecting files** * **General office duties**  **Hillgrove Hotel Monaghan July 2013 – August 2019** **Banqueting Supervisor / Kids Club**   * **Strong customer relations** * **Ensured high level of customer care** * **Ability to deal with guest queries in a friendly and efficient manner** * **Strong decision making and problem-solving skills** * **Ability to lead, multi-task and make decisions in a fast-paced environment** * **Training new staff and giving them assistance as required** * **Taking orders and serving food to a high standard** * **Supervisor the children to a high standard** | | |
| Skills |  | * **Excellent communication, organisational and interpersonal skills** * **Strong client/customer relations** * **Conference presentation abilities** * **Computer literate** * **Microsoft Windows proficient, particularly Word, Excel and PowerPoint** * **Quick learner** * **Skilled researcher** * **Ability to work independently or as part of a team** * **Friendly and efficient** |
| References |  | **Available upon request** |
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