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| Rachel Smyth12 Terenure Park, Terenure, Dublin 6WTel: 087 702 3820Email: 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**
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| 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**
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| References |  | **Available upon request** |
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