**PERSONAL DETAILS:**

Name: Rachel Smyth

Address: 22 Russell Avenue, Drumcondra, Dublin 3

Contact No: 087-702-3820

Email: rsmyth2816@gmail.com

**PROFILE:**

* Experienced Legal PA/ Legal Secretary with 5 years+ experience in a busy solicitor’s office
* Qualified Law Graduate with a 2:1 LLB Degree
* Successfully passed all 8 FE1 Exams
* Excellent communication, written and organisation skills
* Good file and document management skills
* Familiar with case management and document management systems
* Excellent typing skills and digital Dictaphone experience

**LEGAL WORK EXPERIENCE**

**April 2022 – Present**

**Carson McDowell Solicitors**

**Legal Secretary/PA – Health Services Department**

* Answering the main office phone and transferring to relevant fee earner
* Fee earner diary management (PA to Head of Department)
* Preparing Court Booklets, both physical and electronic versions, particularly Booklets of Pleadings for High Court Litigation cases
* Filing Court Documents in the Central Office of the High Court
* Typing dictations on Bighand
* Printing, Scanning and Photocopying

**December 2019- September 2021**

**ByrneWallace Solicitors**

**Float Legal Secretary – Health Services Department**

* Answering the phone and transferring to relevant fee earner
* 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, particularly Booklets of Pleadings for Wardship matter in the High Court
* Lodging Court Documents
* Preparing Declarations of Service and Affidavits for our Commissioner for Oaths to swear

**June 2015 – August 2019**

**Barry Healy & Co. Solicitors, Monaghan**

**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
* Scanning post / DX post
* Preparing briefs
* Registering deeds/land registry
* Cheque requisitions
* File Management, opening/closing files

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**FE1, Law Society, Dublin**

8 FE1s passed - Criminal Law, Property Law, Tort Law, Equity and Trusts, European Union Law, Constitutional Law, Company Law and Contract Law.

**LLB Degree - September 2015 – June 2019**

Maynooth University

**Secondary School - September 2009 - June 2015**

Monaghan Collegiate School

**IT SKILLS**

* Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer.
* Pdf Documents
* Big Hand Dictation System

**SKILLS AND QUALITIES**

Good interpersonal skills and enjoy talking to people. I have attained these skills through working in a hotel environment dealing with customers regularly and also working in a busy Law firm. I am a dedicated individual and enjoy working hard to achieve goals. Very open to taking part in any activities and like a challenge. Self-motivated, honest and flexible. I work well on my own or as part of a team. Can work on own initiative in a busy working environment, and able to prioritise urgent tasks. Willing to take on difficult tasks to challenge myself.

**REFERENCES**

Available upon request.