

Rebecca Cashen

Glenheather, Springfield Lane, Glenamuck Road, Carrickmines, Dublin 18



LinkedIn: ie.linkedin.com/pub/rebecca-cashen/40/a9a/752/

Email: rcashen2014@gmail.com, **Mobile:** 085 7089556

Education

2016 - 2017	FE-1 Exams	The Law Society
Subjects	Criminal, Company, Contract, Equity, Property & Tort Passed Constitutional & EU Law pending October 2017.	
2014 - 2015	Postgraduate Diploma in Law	Dublin Institute of Technology
Subjects	Employment Law, Media Law, IP Law, Contract Law, Company Law, Criminal Law, Law of Torts, Property Law and Core Legal Skills.	
Grades	1.1 Distinction	
2010 - 2014	BSc Marketing Innovation Technology	Dublin City University
Subjects (Relevant)	Project Management, Advanced Spreadsheet Modelling, Intellectual Property Law, Economics, Biotechnology, Business Strategy, Accountancy, Sales & CRM, Business Ethics.	
Grades	2.1 (Placed 3rd)	
2009 - 2010	Leaving Certificate	The Institute of Education
Subjects	English, Irish, Math, Spanish, Business, Geography, Art	
Grades	410 points	

Employment

Mar 2016 - Present **Legal Executive** Moran & Ryan Solicitors 41 Lower Baggot St, Dublin 2

- Legal Executive for Commercial and Residential Conveyancing, Licensing, Debt Collection, Employment and Family.
- Handling files from beginning to close including practical knowledge such as LPT, ROS, CRO, PRA and other Government bodies.
- Managing client relationships in an open and friendly manner.
- Experience drafting contracts and letters to Solicitors, Architects, Banks and Clients.
- 62 WPM typing skills and experience with dictation work
- Keeping up to date with legislation, practices and procedures
- Ability to work on own initiative to meet strict deadlines
- Liaising with clients and updating them on the progress of their file, answering any queries within my reach and knowledge to answer.
- Drafting fee notes and cash accounts for clients, LPT apportionment and redemption figures for files.
- Skills utilised: Legal Knowledge, Positivity, Communication, Assertive, Proactive, Cortbase, Organised, Attention to Detail, Problem Solving, Focused.

May 2012 – Apr 2014 **Marketing Intern** Datalex

Clontarf, Dublin 3

- Worked as part of a team assisting the Marketing Manager in the creation and execution of marketing functions across the company.
- Organised and managed events both in house and in annual Customer User Conference.
- Experience in working under tight deadlines and to strict targets.
- Skills utilised: Communication, Teamwork, Time Management, Photoshop, InDesign, Excel, Word, and HTML Web Design.

Feb 2008 – May 2012 **Team Leader** Behaviour and Attitudes Milltown, Dublin 6

- Assisted in overseeing and motivating staff in various projects undertaken.
- Responsible for representing a number of clients using qualitative and quantitative proactive methods to carry out B2B and B2C market research.
- Liaised with Management on best practice and approach towards leadership.
- Skills utilised: Leadership, Teamwork, Microsoft Office, Typing, and Communication.

Achievements & Interests

2.1 BSc placing 3rd in my class for BSc Marketing Innovation Technology.

Placed 2nd in an Innovation Competition in Datalex.

Awarded the Melrose Cup in Tennis (Winter 2014) at my Tennis Club

Sports: Active member of LC Tennis Club where I play twice weekly. Run Women's Mini Marathon each year in aid of children's charities. I organised a Tag Rugby team in Datalex who are still competing in the Tag Rugby matches this year. I enjoy Yoga most evenings to wind down from the day.

Skills

Microsoft Office: Proficient knowledge of Word, PowerPoint and Excel via work experience. Completed Advanced Spreadsheet Modelling module in BSc undergraduate degree and achieved an A grade.

Adobe Suite: Completed Adobe Certified Training in 2012 and subsequently have gained 1 years' experience using these programs in my daily work duties.

Communication: Experience in delivering presentations in a clear and expert nature. I am a member of the debate society in Dublin Institute of Technology and I understand the importance of formatting your message in a logical and concise manner.

Teamwork: Assertive and capable of working alone or as part of a team. Highly self-motivated and driven which assists in guiding a team to persevere until success.

Problem Solving: Resourceful and competent to work under pressure adhering to strict deadlines researching solutions in both a rational and creative fashion.

Referees

Mary B. Casey

Consultant Solicitor

AMOSS Solicitors

Email: mcasey@amoss.ie

Mobile: 087 2337766

Ornagh Hoban

VP Marketing & Strategy

Datalex

Email: ornagh.hoban@datalex.com

Mobile: 086 8257546