

RITA IBOKO

NO. 0830888733,

ADDRESS: 9 CHAPLE FARM DRIVE LUSK

[Email Ritaibokoo@hotmail.com](mailto:Ritaibokoo@hotmail.com)

[LinkedIn Rita Iboko](#)

Completed all FE1 Exams

EDUCATION

- | | |
|--|----------------------------------|
| Maynooth University <i>Master's in international law</i> Dissertation Title: A Comparative Study of the Juvenile justice system | September 2016 to September 2017 |
| Carlow Institute of Technology <i>Bachelor of Law (Honors)</i> | September 2013 to May 2016 |
| Skerries Community College, Skerries Co. Dublin <i>Irish Leaving Certificate</i> | September 2010 to May 2012 |

EXPERIENCE

- | | |
|--|---------------------------------|
| Legal Personal Assistant – Pinsent Masons | August 2024 – Present |
| <ul style="list-style-type: none">• Organizing and maintaining files, records and documents• Managing calendars and scheduling appointments or meetings• Drafting and formatting legal documents, contracts, and agreements• Proofreading and editing documents• Assisting in the billing process by preparing invoices and tracking billable hours• Maintaining records of client payments and outstanding balances | |
| Legal Personal Assistant – DWF | April 2022 – August 2024 |
| <ul style="list-style-type: none">• Assisting one or more individuals with all aspects of their professional lives.• Booking meetings, travel, and accommodation• Capture and completion of client, party and matter details in the relevant system• Coordinate information from Fee Earners to resolve conflict of interest scenarios• Opening cases on relevant case management systems• Assisting in the provision / maintenance of management information• File management - archiving, housekeeping of files & closure• Raising invoices• Drafting Pleadings• Filing Pleadings | |

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Legal Administrative Assistant – DWF

October 2021 – April 2022

- Binding Documents and preparing folders for court
- Coordinate information from Fee Earners to resolve conflict of interest scenarios
- Liaising with AML and Compliance Teams
- Dealing with incoming/outgoing post
- General administrative tasks including, photocopying, printing, scanning & binding
- To provide reception cover when required
- Work with agreed method and case management tools
- To ensure confidentiality is maintained at all times

Administrative Assistant, Seanad Election Team

February 2020 - April 2020

Trinity College, Dublin

- Counting ballots.
- Settling disputes.
- Updating website in relation to information on the election.
- Liaising with candidates and voters.
- First point of contact to Public queries

Contax Law Limited & Nicholas Scott

April 2019 - December 2019

Team Assistant, Researcher

- Email or telephone correspondence with clients: send CVs, set up interviews, enquire about job roles, chase up for a response.
- Update the assignment on the database with candidate progress (declined email, rejected before interview, interview, shortlist, etc.).
- Research departments in law firms in which we are looking to place a candidate.
- Research in house legal teams to find a match for a prospective candidate

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