

ROBERTA JOMANTAITE

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EXECUTIVE SUMMARY:

With over 6 year's experience in administrative roles and legal operation roles I have excelled in numerous skills such as meeting & event organization, supporting senior leadership while working to very tight deadlines and completing work to the highest standard.

Within 12 months working as Legal Personal Assistant in Matheson I was promoted to Legal Executive. Within 3 months working as Senior Admin and Legal Team Coordinator at Airbnb I took on a company secretary role in running a subsidiary management process across EMEA.

CORE SKILLS:

- Time Management
- Strategic planning
- Team support & relationship building
- Secretarial Administration
- Multi-lingual, business language fluent in English and Lithuanian & basic Russian

EXPERIENCE

LEGAL SECRETARY – BHSM LLP SOLICITORS

Jan'21 - current

Summary of a Role: Provide assistance to the property legal department in preparation of legal documents, research, stamping, oraginsation and management of various platforms.

Duties:

- Carry out duties such as typing, letter preparation, drafting of legal documents such as transfers, conveyances, declarations and forms required for registration into the Land Registry.
- Manage phone calls and emails from various clients as well as third parties and other solicitor firms.
- Manage property team's diary and organise events, diary meetings, online calls.
- Manage billing and invoicing, as well as request of monies from clients and third parties.
- Be the bridge across different function teams and assist in collaboration. Participate in meetings and events.
- Assist in any other additional ad hoc duties as well as volunteering for various projects and extra curricular activities.

SENIOR ADMINISTRATOR AND LEGAL TEAM COORDINATOR – AIRBNB (London)

Jun'19 - April'20

Summary of a Role: Provided assistance to the legal team in legal operations, event coordination, meetings and diary and travel management for the EMEA General Legal Counsel.

Duties:

- Organise team events, such as off-sites, training and weekly global meetings via Webex, Zoom or BlueJeans. This also included a lot of travelling (cities such as Milan, Paris and Dublin) and spend management.
- Manage legal operations providers and the systems such as SimpleLegal, Diligent and Coupa. Be the first point of contact for all queries to the legal team and outside counsel.
- Manage EMEA General Legal Counsels' diary and travel, as well as all expenses. Prepare documents upon request and assist on any other ad hoc duties.
- Assist with the introduction of new projects, meet clients and negotiate costs as well as ensure smooth running.
- Be the bridge across different function teams and assist in collaboration. Participate in meetings and events.
- Take on the company secretary role and run the operation of subsidiary management across EMEA.

EXECUTIVE ASSISTANT - MC FAMILY OFFICE ADVISORY SERVICES (London)

OCT'18 – JUN'19

Summary of a Role: Administrating & preparing documentation for high net worth individuals as well as attending meetings, creating meeting agendas sending follow ups to the attendees & overall running of the office day to day.

Duties:

- Prepare documents for visa applications, liaise with clients and other firms, manage client's private matters such as tax, education, real estate, insurance, staff and reputation.
- Attending meetings & ensuring all attendees receive meeting minutes.
- Preparing & leading events
- Organizing individual & group schedules.
- Preparing and paying invoices for external suppliers.

LEGAL EXECUTIVE (RESIDENTIAL PROPERTY) - MATHESON (Dublin)

SEPT'17 – OCT'18

Summary of a Role: Managing & preparing all the documents required for strategic deals while, directly liaising with clients & other solicitors. Also handled event organizing & conference preparations.

Duties:

- Managed own files & prepared documentation required for residential conveyancing (i.e. letters, contracts, closing documents, searches).
- Directly liaised with clients and other solicitors.

- Prepared & worked on key strategy plans in relation to a big development purchase and individual sales.
- Time recorded and always met my monthly targets.
- Organized regular meetings, conferences and team building events.

LEGAL PERSONAL ASSISTANT (COMMERCIAL REAL ESTATE) - MATHESON

SEP'16 – '17

Summary of a Role: Provide administrative assistance to multiple fee earners, including the Matter Partner.

Duties:

- Proactive diary, inbox and e-filing management
- Screening calls, liaising with internal teams
- Preparation and typing of relevant documentation using Microsoft packages and digital dictation to house style guidelines
- Preparation of presentations, excel spreadsheets
- Aiding other employees to process Invoices and set up new clients
- Arranging meetings with clients, preparing itineraries for travel
- Taking charge of management of large real estate projects on admin level
- Careful upkeep and maintenance of records system

PARALEGAL - WILLIAM J. BRENNAN & CO. SOLICITORS (Dublin)

MAR'15 – JAN'16

Summary of a Role: Provided assistance to multiple solicitors in the office, including the Managing Partner. Drafted & prepared various documents for senior solicitors.

Duties:

- Prepared Booklets of Pleadings for litigation matters, contracts and documents upon Closings.
- Drafted various documents for Conveyancing, Personal Injury and Debt Recovery matters.
- Dictaphone typed, scheduled, maintained and archived files.
- Conducted necessary legal, and other, research and also performed general legal administrative and secretarial duties (e.g. reception).

EDUCATION

2010 - JUNE 2014

BACHELOR'S DEGREE IN LAW AND PHILOSOPHY, UNIVERSITY COLLEGE DUBLIN