

Ruth Omobolanle Amoo
Mobile: 0868835174
Email: ruthamoo33@gmail.com

Objective:

Seeking position in an organisation, where I can demonstrate my knowledge and skills, thereby promoting the efficient performance of the organisation.

Education/Qualification:

LLB Bachelor of Laws (2016) – Waterford Institute of Technology

Leaving Certificate (2013) - Ursulines Secondary School, Blackrock, Cork

Experience

Legal Assistant – (July 2018 – Present) **Byrne Wallace**

- Producing quality work fast and efficiently
- Document Management System- opening new files and maintaining existing files
- Drafting and redrafting documentation using advanced features of Microsoft Word 2007
- Dealing with solicitors on a proactive basis- communicating any problems which may arise and suggesting solutions to overcome them where suitable
- Managing & organising solicitors with all aspects of their diaries
- Taking telephone messages and managing client relationships
- Filing & general administrative Support, including archiving.
- Risk Management - complying with all of the Firm's policies & procedures; attending risk briefings. Adhering to the file review and closure process and ensuring all open and in-active matters are reviewed and closed as appropriate.

Integrity Helpline Intern – (March 2018 – July 2018) Tyco Ireland Ltd

- Analysing the performance of investigations and identifying opportunities to improve the investigation process
- Reviewing key metrics for usage of the Integrity Helpline and developing plans to improve key areas
- Assisting the Integrity Helpline Senior Manager in developing and delivering investigator training
- Working on special projects related to improving Helpline metrics as required

Legal Intern (June 2017 – August 2017) - Barry O’Meara’s & Son Solicitor Cork

- Greeting clients and visitors and answering visitor inquiries
- Answering and routing incoming calls on a multi-line telephone system
- Scheduling and routing clients
- Maintaining the waiting area, lobby or other public areas
- Serving coffee or tea to guests
- Ordering supplies
- Scanning, photocopying, faxing and filing documents
- Collecting and routing mail and hand-delivered packages

Customer Assistant (June 2016 – January 2017) - Tesco Midleton

- Greeting customers with a smile and serving them with pride
- Taking time to listen, and help out wherever I can
- Making decisions that are right for customers
- Being passionate and knowledgeable about our products and services

Computer Skill Level

Microsoft Word, Excel PowerPoint, Outlook - Intermediate

Achievements and Interest

Education: **Public Relation Officer** – WIT Africa Society 2015 -2016
Student of the year at Ursulines Secondary School (2012)

Reading: Keeping up to date with the current news - The sun, Irish Independent,
The Law Gazette

Travel: Travelled to Belgium with the European Law Student Association in
in 2015
Enjoy traveling around the world to experience a wide range of culture,

Music: Member of the Discovery Gospel Choir and Byrne Wallace workplace
choir

Skills profile

Teamwork: Can work self- sufficiently and as part of a group, able to inspire others
to achieve success, while maintaining relationship, this was improved
by working as a legal intern, working on individual and team targets.

Problem solving: Fervent logical problem-solving ability, using my own initiative and organisation skills. Able to work under pressure.

Communication: Capable of presenting to an audience, and corresponding with individuals from different cultural background. Competence in writing reports.

Interpersonal: Energetic, patient, ability to stimulate trust, effective listener.

Leadership: The ability to delegate, inspire and communicate effectively, with co-workers to achieve objectives.

Referees available on request.