

Ruth Omobolanle Amoo
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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

Secretarial Support – (July 2018 – June 2019) **Byrne Wallace**

Legal Secretary – (July 2019 – Present)

- Managing and Processing legal costs claims from third parties arising from litigation. Analysing and, if appropriate, opposing incoming bills of costs.
- 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.
- 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.

Achievements and Interest

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

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.