

# Stephanie Lyons

29 An Choill Rua, Paulstown, Co. Kilkenny  
E: stephlyons20@yahoo.com P: 085 1737768

## EXECUTIVE SUMMARY

I have been a Legal Executive within the Commercial Litigation department in ByrneWallace for two years. Since working here I have built a connection with my colleagues and the organisation as a whole. I would be proud to be able to develop my career and train with ByrneWallace. I have shown resilience and commitment to becoming a solicitor by working full-time whilst completing my FE1s and I have gained almost five years of practical experience in two highly regulated industries and this sets me apart from other candidates. I enjoy working under pressure, I have a love of learning and I genuinely strive to help people which I demonstrate daily. I bring maturity, life experience and practical experience to the position.

## EDUCATION & TRAINING

<b>2020</b>	FE-1s	3 exams passed and attending the fourth online November 12 <sup>th</sup> .
<b>2017</b>	Institute of Banking	Diploma in Qualified Financial Advice.
<b>2015</b>	Griffith College Dublin	Bachelors of Law in Irish Law (LL.B Hons)
<b>2010</b>	Yeats College Waterford	Leaving Certificate

## LEGAL EXPERIENCE

**November 2018 - Present**

**ByrneWallace Law Firm**

**Legal Executive**

### *Litigation Department*

- Drafting various legal documents such as: Instrument of Appointments, Validity Letters, Demand Letters, Affidavits of Debt and Judgment proceedings for District Court, Circuit Court and High Court proceedings.
- Preparing debt collection proceedings on behalf of a state body.
- Assisting fee earners with the drafting of Settlement Agreements and Land Registry Applications for both registered and unregistered title.
- Ensuring compliance with data protection legislation and GDPR.
- Carrying out searches and reviews of folios.
- Liaise with the Property Registration Authority in relation to queries and requests.
- Carry out legal research and keeping up to date on the latest court decisions.
- Preparation of briefs, instructing summons servers and barristers.
- Maintaining high standard of client care and compliance with service level agreements.
- Providing support within the wider organisation when required, inclusive of administrative support to the litigation department and insolvency departments: arrangement of precedent bank, creating and updating spreadsheets, photocopying, scanning and filing.
- Ensuring all chargeable and non-chargeable time is recorded on Axxia.
- Taking instructions from solicitors and carrying out instructions.
- Ensuring all KPI and targets are maintained.
- Assisting solicitors to ensure matters are progressed and followed up with in a timely manner.
- Participate in Learning and Business Development seminars.
- Managing title document queries.
- Scheduling and releasing title documents.
- Assisting with discovery projects and redacting.
- Assisting with the organisation and arrangement of precedent bank.
- Providing support across the various teams within the department when required.
- Proactively took responsibility for the Company Secretary Audit.
- Carried out file reviews and peer to peer reviews to support firm wide risk management and the LEXCEL system.
- Liaise with clients via email and phone to answer any queries and in order the matter progression is in line with the agreed SLA.
- Liaise with 3<sup>rd</sup> party solicitors in respect of various queries.

**July 2017 - November 2018**

**Bank of Ireland**

**Legal Executive**

I worked as Legal Executive in the bank's Mortgage Arrears Resolution Unit. My duties involved:

- Preparation of initial instructions to panel solicitors in relation to Judgment and Possession Proceedings, Receivership and Title Analysis.
- Corresponding with customers and handling queries from panel solicitors.
- Drafting various legal documents.
- Drafting free format letters to panel firms.
- Assisting with the management of cases and instructing panel firms.
- Preparation for court (ie. Affidavit preparation)
- Assisting counsel with discovery motions.
- Working to targets and deadlines.
- Providing support and advice on an extensive case load.
- Invoicing and billing in accordance with SLA guidelines.
- Networking and maintaining relationships with panel firms.
- Ensure we are adhering with up to date on current legal position through research, attending meetings and presentations.
- GDPR training.
- Monitor and assist with mandatory reviews due on accounts and reviewing files for enforcement of judgments by way of Judgment Mortgage, Instalment Order, and Bankruptcy.

### OTHER RELEVANT EXPERIENCE

**April 2016 – July 2017**

**Bank of Ireland**

**Customer Advisor**

I worked as a Customer Advisor in Bank Of Ireland's branch banking. My duties involved:

- Proficient operation of internal banking IT systems.
- Identifying potential leads and closing sales in order to contribute to overall productivity of the branch (eg. Mortgage Applications, Investments, Life Assurance, Pensions, Loans with emphasis on Business Leads)
- Cash and sensitive document handling.
- Providing ongoing support and correspondence with business customers.
- Ensuring staff adhere to security protocols.
- Attending work events to promote Bank of Ireland within the community by hosting events at the branch and attending events such as "Enterprise Town" and overseeing the management of school banks.
- *Fraud Operations*: I was involved with the monitoring of suspicious transactions and analysing transactions to spot trends.
- Working in a target driven and deadline driven environment using own initiative and as part of one team.
- Providing assistance to other branches to ensure targets are met in the region.
- Ensuring a high level of customer service is provided at all times whilst ensuring all queries are dealt with effectively and efficiently.

**August 2014 – January 2016**

**House of Fraser- Dundrum Shopping Centre**

**Brand Specialist/ Brand Manager**

I worked throughout my degree, self-funding my studies. This role was a promotion from Sales Advisor – Senior Sales Advisor- Denim Specialist- Brand Specialist/Brand Manager.

- Skills coaching.
- Training new staff.
- Managing a team.
- Setting targets for the Brand.
- Ensuring a high level of customer service at all times.
- Hosting events.
- Building rapport with buyers and allocators across the EU and UK.
- Ensuring health and safety procedures were followed.
- Time management.
- Selling and Link selling.
- Ensuring that there is communication and organisation within the team.
- Ensuring all tills are balanced.

**May 2014 – August 2014**

**Penney's Dundrum**

**Sales Assistant**

- This summer work involved many tasks such as stock-room duties, merchandising, stock replenishment, cash handling and customer service.

<b>ADDITIONAL INFORMATION, HOBBIES &amp; INTERESTS</b>
--

- **IT skills:** MS Office, Excel
- Grade 6 Irish traditional Flute and Tin whistle.
- Voice training and Charity Concerts.
- Full Clean Driving Licence
- Member of FLAC.
- Mentoring and trainer in Bank of Ireland.
- Event Planning: Involvement in events for the Employee wellness programme within Bank of Ireland and organising staff events within Bank of Ireland.
- Padi Scuba Diving Licence.