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Stephanie Connolly

PERSONAL PROFILE

I am an ambitious, diligent and energetic person with over 9 years’ experience working in the legal sector which has granted me significant expertise and knowledge of varied legal sectors. I am a strong co-worker as shown in the course of my work experience (clerical and charitable) and am equally capable of working on my own initiative, as listed below. I maintain consistent high quality standards in my work through use of strong administrative skills, attention to detail and customer service experience.

eMPLOYMENT RECORD

**July 2021- date:** Clear Solicitors, 42 St. Stephen’s Green, Dublin 2.

**Position:** Legal Executive

**Duties:** Dealing with all aspects of clients files from first instructions, correspondences, managing Discovery requests relating to litigation matters, including medical negligence casework, briefing Counsel up to and including Hearings in the High Court. Assisting with daily client needs and administrative tasks in relation to litigation, probate and conveyancing matters.

**May 2016 – July 2021:** Bruce St. John Blake & Co. Solicitors, Ross House, Merchants Road, Galway

**Position:** Legal Executive

**Duties:** Dealing with all aspects of clients files from first instructions, correspondences, managing Discovery requests, briefing Counsel up to and including Hearings in the Circuit Court, High Court and Court of Appeal. Attending client Hearings when required and assisting with daily client needs and administrative tasks.

**May 2013 – January 2016:** Brian O’ Callaghan, Solicitor, Queensgate, Dock Road, Galway.

**Position:** Legal Secretary/P.A.

**Duties:** Drafting legal documentation for Court (including High Court), monitoring office banking procedures and cash handling, managing call transfers, attending to client calls and queries, completing general clerical duties and attending to basic transactions on Harvest Law.

**August 2012 – May 2013:** Fidelma Bane, Solicitor, The Plaza Offices, Headford Road, Galway. **Position:** Legal Secretary/Executive.

**Duties:** Drafting legal documents for Court, attending to client calls and queries, working on immigration and debt recovery cases, managing call transfers, being responsible for office cash-handling and general administrative duties.

***ADDITIONAL EMPLOYMENT – VOLUNTEERING ROLES***

**January 2015 – January 2018:** Galway Simon, Sea Road Shop, Galway.

**Position:** Part-time Retail Assistant/Volunteer.

**Duties:** Attending to customers by serving them, updating them on weekly special offers and answering customer queries, accepting cash and other donations, maintaining good standards of tidiness in all sections of shop floor, working as part of the Simon team to achieve the weekly targets.

**August 2012 – April 2013:** Cope Galway Community Catering, Unit 5, Ballybane Ind. Estate, Galway.

**Position:** Administrative Assistant/Volunteer.

**Duties:** Managing call transfers, stock-taking, cash-handling, general administrative duties and maintaining the daily hygiene standards set down by the Organisation.

eDUCAtion RECORD

**FE1 Examinations –** completed and passed all 8 FE1 exams **2018 to 2020.**

**Ard-Diplóma sna Dána (Léann an Aistriúcháin),** Acadamh na hOllscolaíochta Gaeilge, Cararroe, Co. Galway **2011 to 2012.**  **Bachelor of Law (LLB),** National University of Ireland, Galway (NUIG).  **2010 to 2011.
Bachelor of Arts (BA),** National University of Ireland, Galway (NUIG). **2007 to 2010.**

aDDITIONAL TRAINING

***Court Attendance***

* *Hearings*- Gained valuable experience by attending Senior and Junior Counsel and Client for a High Court Hearing in relation to Banking Matter. Ensured that all paperwork was available to Counsel, dealing with queries from client and Counsel and general note taking.
* *Injunctions and Settlement Talks*– dealt with various injunctions in my current employment, briefing Counsel and Court and dealing with the various obstacles which occurred. Additionally, assisted in several settlement talks in the High Court.

***Pitman Training***: -

* Undertook an Office Skills Diploma and an Introduction to Legal Secretary Diploma which consisted of updating my computer skills in Microsoft Word, Excel and Audio Typing.
* Undertook an Introduction to Legal Secretary Diploma in Conveyancing Law to broaden my knowledge of the area.

***Harvest Law & Thesaurus Payroll***:

* To facilitate my employer, I undertook some training on the Legal Software programme, Harvest Law and Thesaurus Payroll to assist the office bookkeeper in her work.

key skills

* ***Problem Solving***: On a daily basis, I assist the various legal sectors in the office in ensuring that all client cases are dealt with appropriately by producing clear and concise work. This work relies on conducting research and using problem solving techniques to assist specific client claims and ensuring that the client and/or other party can come to a fair and reasonable conclusion on the matter.
* ***Research***: I currently manage a workload which includes many High Court discovery requests which involves researching the background to clients medical histories, etc. Furthermore, as principal legal executive in the office, I regularly assist the conveyancing and probate departments in researching revenue/probate queries as they arise. I completed a legal submission paper for my LLB course in 2011 (Mini-Dissertation On The Medical Rights Of Children In Ireland).
* ***Communication and Teamwork***: Developed through my experience in the legal sector and in customer service roles. Teamwork skills gained through various charitable organisations I have had the pleasure of working with in recent years and as part of my employment in the legal sector.

INTERESTS/ACHIEVEMENTS

* Participated in various volunteering matters including working with the Simon Community, Cope Galway, the Students Union in N.U.I.G and my local teenage peer group No Name Club in 2007 participating in the Connaught finals of the NoNameClub Representative Of The Year Competition.

REFERENCES

Available on Request.