

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 and four months and I have spent the last sixteen months on the Corporate Secretarial team. I have demonstrated my adaptability by working on several teams and excelling. I have shown resilience and commitment to becoming a solicitor by working full-time whilst completing my FE1s and I have gained over five years of practical experience in two highly regulated industries. I enjoy working under pressure, I have a love of learning and I genuinely strive to help people. I bring maturity, organisation, life experience and practical experience to the position.

EDUCATION & TRAINING

2022	FE-1s	7 exams passed with 1 result pending.
2017	Institute of Banking	Diploma in Qualified Financial Advice.
2015	Griffith College Dublin	Bachelors of Law in Irish Law (LL.B Hons)
2010	Yeats College Waterford	Leaving Certificate

LEGAL EXPERIENCE

March 2021- Present

ByrneWallace Law Firm

Legal Executive

Corporate Secretarial Department

- Preparation of annual compliance packages for clients.
- Proposed and implemented a revised procedure for CRO account reconciliations by creating a new process to rationalise and refine the procedure so that filing fees are identified by the filer at the time of filing and recorded internally so that in terms of end of month process the review of the CRO account and relevant balances to be charged to matters takes approximately one hour as opposed to 1-2 days. This ensured a significant cut in administration time and also ensures disbursements are marked against client matter numbers.
- Prepared a client list to ensure adhoc work is recorded to improve billing.
- Drafting of Annual Returns and filing the with Companies Registration Office.
- Registering as an Electronic Filing Agent for clients.
- Preparation of Annual General Meeting documentation ie. AGM resolutions, Board Minutes for Financial Statements.
- Carrying out registered office post services for our clients.
- Reviewed the internal process for the beneficial ownership register and carried out a detailed gap analysis, prepared and updated relevant required registers and carried out registry filings on foot of this along with drafting of minutes to formally review and approve this process.
- Preparation for s137 bond applications.
- Drafting of s357 packs.
- Changes to companies' directors, maintaining and updating companies statutory registers.
- Gained a proficiency with the company secretarial database Relate, Diligent and with VisionNet.
- Changes to companies' share capital to include- share transfers, share allotments and re-organisation of share capital.
- Assisted with the incorporation of companies.
- Providing support within the wider organisation when required, updating of precedent bank, creating and updating spreadsheets, photocopying, scanning and filing.

November 2018 – March 2021

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 3rd 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 and 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.
- Built rapport with buyers and allocators across the EU and UK.
- Ensured health and safety procedures were followed.
- Time management.
- Selling and Link selling.
- Ensured that there was communication and organisation within the team.
- Ensured that all tills were balanced.

May 2014 – August 2014

Penney’s Dundrum

Sales Assistant

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

ADDITIONAL INFORMATION, HOBBIES & INTERESTS
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- **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.