

**Stephanie Kathleen Villanueva**  
**62 East Courtyard, Tullyvale Estate, Cabinteely, Dublin 18**  
**Mobile: (086) 898 4072**  
**Email: [stephkv0816@gmail.com](mailto:stephkv0816@gmail.com)**  
**Linkedin: [ie.linkedin.com/in/stephvillanueva/en](https://ie.linkedin.com/in/stephvillanueva/en)**

## **Profile**

I am a responsible, hardworking person with the ability to manage a demanding workload with confidence.

I am a highly motivated person who works well within a team, providing support or taking a more involved role.

I am a strong driven performer capable of working on my own initiative.

I am a fast learner who is goal oriented and flexible.

I adhere to Company policy and protocol within a professional practice.

I am highly passionate about continuing to develop my professional career to meet my goal of becoming a qualified solicitor while continuing to improve and gain more knowledge and experience.

## **Education**

Primary School	Angelicum College Philippines 2000-2007
Secondary School	Dominican College Sion Hill Blackrock 2007-2012
Higher/Third Level <sup>1</sup>	Senior College Dun Laoghaire 2012-2013 HND Business
	Dublin Business School 2013-2016 BA (Hons) Business (Law)
	International Career Institute 2014-2015 Diploma Paralegal Secretarial
	Lawschool.ie FE-1 Preparatory Course October 2018 – Present

---

<sup>1</sup> Appendix 1: Breakdown

## **Career**

### **ByrneWallace**

#### **Legal Secretary – Property Department**

**27 August 2018 – Present**

- Drafting legal documentation such as Family Home Declarations, Section 72 Declarations, Undertakings, Title Report, Certificate of Title, Requisitions on Title etc.
- Answering phone calls and emails regarding client queries.
- General admin work.
- Administrative work on Property Projects.
- Transcription of audio dictations.
- Arranging appointments and meetings.
- Compiling and scheduling closing documents.
- Drafting and finalising Registry of Deeds and Land Registry forms.

### **Sean McDonnell & Company Solicitors**

#### **Legal Secretary – Property, Litigation and Probate & Wills.**

**May 2015 – August 2018**

- Acting as a first point of contact (meeting, greeting and handling Client's queries)
- Screening phone calls and emails
- Typing and production of letters and legal documents such as wills, contracts brief and statements accurately
- General administration works
- Transcribing audio dictations
- Keeping records up to date
- Accompanying and attending Courtroom hearings with Solicitors
- Collecting and delivering documents to Court when needed
- Performing legal research
- Arranging appointments, meetings and maintaining up to date diary.

### **Web Summit Ireland 2014 (Volunteer)**

- Interacted directly with the attendees such as Investors, Partners, Exhibitors and VIPs
- Assisted with registration
- Assisted Attendees with directions
- Answered queries regarding the event
- Coordinated within the team

## **Skills**

- Computer Literacy (Microsoft Word, Excel, PowerPoint, Legal Evolve)
- Typing Skills 65-75 wpm
- Transcription Skills (audio dictation)
- Strong Customer/Client Service communication skills
- Document Management
- Organisational Skill

- Excellent Communication Skill
- Team Work
- Familiarity with Legal Documents and Terminology
- Time Management

### **Interest**

Languages, Law, Sports, Music, Photography, Travel, Charity Work

### **Language Spoken**

English, Tagalog (Filipino), Basic French

### **References**

**Available Upon Request**

## APPENDIX 1

### **Breakdown of Leaving Certificate Results 2012**

#### **Dominican College Sion Hill, Blackrock 2007 – 2012**

- English
  - Higher Level – B3
- Mathematics
  - Ordinary Level – C2
- History
  - Higher Level – C2
- French
  - Higher Level – C1
- Biology
  - Higher Level – C2
- Chemistry
  - Higher Level – E

### **Breakdown of Higher/Third Level Education**

#### **Senior College Dun Laoghaire**

**2012 - 2013**

#### **HND Business**

*Note: I only completed Year 1 of studies as I moved to Dublin Business School the following year.*

- Business Environment
  - Distinction
- Managing Financial Resources and Decisions
  - Distinction
- Organisations and Behaviour
  - Distinction
- Marketing Principles
  - Pass
- Aspects of Contract and Negligence for Business
  - Distinction
- Personal and Professional Development
  - Distinction
- Advertising and Promotion in Business
  - Distinction
- Human Resource Management
  - Distinction

**Dublin Business School**  
**BA (Hons) Business (Law)**  
**2013-2016**

**Final Grade: 2:1 Honours**

**Level 7**

**Overall Marks**

- Business Finance – 40
- Business Information Systems – 66
- Employability Skills – 53
- Employee Relations and the Law – 49
- Innovation – 68
- Management – 64
- Principles of Business Law – 57

**Level 8**

**Overall Marks**

- Advanced Business and Commercial Law – 57
- Corporate Law and Governance – 48
- Employability in Action – 74
- Global Business – 63
- Human Resource Management – 64
- Lifelong Learning – 75
- Strategic Management – 64

**International Career Institute**

**Certificate of Paralegal Secretarial**

**2014-2015 – Grade A equivalent to 80% - 100%**

- Legal Process and Procedure – A
  - Apply knowledge of the legal system to complete tasks
  - Carry out search of the public record
  - Deliver court documentation
- Client Services – A
  - Apply the principles of confidentiality and security within the legal environment
  - Work effectively in a business environment
- Legal Records – A
  - Handle receipt and despatch of information
- Legal Communication – A
  - Use legal terminology in order to carry out tasks

- Legal Organisation – A
  - Assist in prioritising and planning activities in a legal practice
- Technology – A
  - Produce business documents
- Team – A
  - Contribute to effective workplace relationships
- Legal Finance – A
  - Maintain records for time and disbursements in a legal practice

**FE-1 Exams**

**March 2019**

- **Property – 50**
- **Tort – 52**
- **Constitutional – 50**
- Company – 34
- Contract – 40
- Equity – 28