

# Stephanie Whelan

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## PROFILE

**Motivated Law Graduate** with a Diploma in Accounting and Finance and with experience within a reputable Legal Firm as a Legal Assistant and in the process of completing the FE1's and recently completed a Certificate in Data Protection. Aware of the structure, culture and procedures of the legal profession with ability to assimilate information and summarise effectively. Familiar with researching documents and case histories. Able to work in a fast paced environment and complete projects on schedule. Currently looking for a training contract with a reputable legal firm in order to progress my legal career.

## KEY SKILLS SUMMARY

- 2.1 Law Degree currently undertaking final Fe1
- Certificate in Data Protection
- Diploma in Accountancy and Finance
- Experience as a Legal Assistant in MHC
- Legal Documentation Review
- Familiarity with Legal Terminology
- Operating effectively within a legal environment
- Case Planning and Management
- Record Management/ File Management
- Adhering to Court Procedures
- Litigation /Investigations and Counsel Reporting
- Process Improvements/ Special Projects
- Keeping up to date with changes and developments in law
- Intellectually curious, effective communicator and well developed influencing skills

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## EDUCATION

Law Society Ireland Dublin

May 2016- July 2016

**Certificate in Data Protection** <https://mooc.lawsociety.ie/>

The course looks at the considerations for companies when handling data and the main considerations for individuals protecting their data and how Data Protection laws balance an individual's right to privacy with a company's ability to use the data efficiently and effectively.

Law Society Ireland Dublin

September 2014- March 2016

**Fe1 Entrance Exams** <https://www.lawsociety.ie/Public/Become-a-Solicitor/FE-1-Exam/>

Tort, Criminal, Contract, Property, Constitutional, Company, Equity

Independent Colleges Dublin  
LLB Law Degree 2:1 <http://independentcolleges.ie/courses/llb-irish-law/>

September 2010-2013

Blackrock College of Further Education  
**Diploma in Business and Accountancy** <http://www.bfei.ie/courses/business-studies>  
Key Modules: Business, Accountancy and IT,

September 2002

St Laurence School

June 2001

**Leaving Certificate** English, Maths, Irish, Biology, Geography, Home Ec, Business, Chemistry

## EMPLOYMENT/ RELEVANT EXPERIENCE

**Mason Hayes and Curran** [www.mhc.ie](http://www.mhc.ie)----- DATE OF EMPLOYMENT August 2015- Present  
**Legal Assistant**

Mason Hayes and Curran is one of the top leading law firms in Ireland, providing strategic and commercial legal advice to multi- national, institutions and government clients.

### Key Responsibilities:

- **Outdoor Clerking**  
Attending all courts for filing documentation on behalf of all departments of the firm. Recalling of files/ Bespeaking orders and collection of orders/ Lodging of cheques payable from schedule of court order in Accountants office/liaising directly with solicitors and assisting where feasible and ensure filing of urgent documentation.
- **Attending Counsel for Motions**  
Taking brief notes of order delivered by the Judge regarding details of time /documentation to be disclosed/ costs applicable to up-date Solicitor managing file. Also attending Counsel to Master Court regarding ex-parte applications granting leave to serve on behalf of Plaintiff.
- **Preparation of booklets for Counsel and Experts**  
Preparing and compiling of briefs for Counsel and updating them with relevant reports/ correspondence as we are furnished with. Compiling and preparing of booklets for experts and all relevant discovery/ medical records/ radiology and updating with relevant material in order to give an effective report.
- **Research /Discoveries**  
Involved in discovery projects of medical records
- **Record Management/ Filing**  
Maintain and updating case files. Remodelled the storage system to integrate complete numerically system for whole department. Responsible for settlement memo for each file closing. Entails a brief synopsis of the file / noting any major developments/ orders/ judgements/ settlement costs and inputting data into excel spread sheet for reference. Also up-date and maintain case review forms which also offer a background of file and on-going developments and process which will be taken.
- **Legal Documentation Review**  
Organising and sorting through of medical records in order to achieve ease of reading and structure. Comparing records and information supplied by plaintiff in discovery.
- **Adhering to Court Procedures**  
Ensuring all booklets and filing handed into court adheres to rules and code of practice.

- **Opening/Closing of Files**  
Opening and closing of case files on Elite software. Inputting of new data and material. Dealing with outstanding balances on file, writing off of bills/ generating bills. Assembling of files for archiving- ensure all files are up to date and all original documentation are maintained and kept/ returning of original medical records/ radiology to hospital and organising and boxing of files for collection.
- **Special Projects**  
Fashioned electronic briefing and scanning system for medical records into my department. Systemised new classifications methods to ensure efficiency and speed in creating of briefs, ensuring protection of files when sending via links (password encrypted)
- **Transcript/ Writing Skills**  
Liaising with cost accountants / state claims to arrange meeting for file reviews. Review of letters/ pleadings to improve my ability to compose and draft documents.

#### **Key Relevant Legal Skills Gained:**

- Technology savvy within legal environment. Introduction of electronic briefing into department and cloud system to transfer information securely and efficiently.
- Exposure to best practice approaches.
- Legal documentation/ terminology familiarity and ability to express oneself accurately within the legal environment .
- Knowledge to operate effectively within the legal sector.
- Organisation and case planning- preparing a head for settlement talks/ proceeding to trial.
- Developing and maintaining step by step procedures when proceedings are initiated between partes.
- Attention to detail and resourcefulness.

#### **IT EXPERIENCE**

- Fully proficient in MS Office Suite -Intermediate- Advanced MS Excel.
- Advanced Key house.
- Advanced PDF docs / PDF compare.
- Advance Cloud site experience and testing system.
- Advance Elite software.

#### **OTHER EXPERIENCE**

##### **Pzazz Hair Design –[www.pzazz.ie/](http://www.pzazz.ie/)**

##### **Senior Stylist Co-Ordinator**

**April 2008- 2015**

- Responsible for organising and running of the salon.
- Maintaining and managing of other stylist columns in order to run an effective and profitable service.

#### **Key Relevant Skills Gained:**

- Training-providing in house training, preparation for examinations and outsourcing other training methods
- Reaching Targets and above
- Strong interpersonal skills working to dead-lines

- Servicing business professional clients

**Headmasters London - [www.headmasters.com/](http://www.headmasters.com/)**

**2004-2006**

**Key Relevant Skills Gained:**

- Promotion- achieved three stages of progression within the business
- Artistic Team- worked closely with them on photo shoots and television productions
- Trained within the company business structure to manage salon
- Worked for L'Oreal Headquarters in Hammersmith teaching techniques

**OTHER RELEVANT INFORMATION**

- Involved in 2016 Strictly Coming Dancing in aid of Gavin Glynn Foundation
- Member of Bray Toastmasters
- Volunteer backstage in Fundraising fashion show events
- Successfully adopted living and working internationally in Australia and UK
- Travelled Asia and America extensively
- Special Projects- Introducing and effectively rolling out of electronic briefs and scanning system throughout department.

**REFERENCES**

- Delighted to supply upon request

