
THEODORA CIUTA

PROFILE

A highly motivated, ambitious, focused TU Dublin Law graduate with the ability to work in a fast-paced environment, meeting strict deadlines in a highly efficient manner. Placing great importance on flexibility, dedication, self-discipline and maintaining the highest standards. With strong leadership qualities, I can work independently using my initiative, and as part of a team. Bilingual, with excellent communication and organisational abilities. Proficient in deep and accurate research with a quick turnaround. Experienced in explaining complex matters to clients, and in interpreting various court decisions, with extensive knowledge of the law, legal procedures and well-developed critical thinking skills. Motivated to continually improve and extend personal skills and knowledge to attain increased responsibility and opportunities for professional growth. Seeking a legal internship position where I can enhance legal practice through my academic expertise and add considerable value to company practice.

SKILLS

- Flexible and resilient with the ability to multi-task in a fast-paced environment, prioritises tasks, and consistently meets deadlines pressures whilst maintaining the quality of service
- Highly organised with a strong work ethic, conscientious attitude, great attention to detail, and consistent punctuality
- Maintaining a professional demeanour and exhibiting a strong sense of responsibility and reliability
- Strong attention to detail and ownership for the delivery of high quality work with unprecedented time management skills
- Always smartly dressed, articulate and presentable
- Ability to work well with a team, and foster cooperative and supportive relationships with peers, superiors and clients
- Excellent verbal and written communication skills
- Skilled in Legal Writing and Research.
- Problem-solving and analytical thinking
- Interpersonal skills
- Leadership; carried a full course load holding leadership positions as a student representative, implementing new resources allowing for awareness of student events and attempting to resolve any student queries, while working part-time.

IT

- Expert user of Microsoft Office packages including Excel, Word and PowerPoint
- Adept at using internet search engines for research purposes
- Expert user of various email packages including Microsoft, Outlook and GroupWise
- Technically proficient in four distinct legal databases; Lexis Nexis, Westlaw, JustisOne, and BAILLI

ADMINISTRATIVE

- Filing and documentation
- Billing and invoicing

- Data processing
- Fast Typing and Dictation 40 WPM
- Spreadsheets, Reports and Database Administration

EXPERIENCE

LEGAL INTERNSHIP, CAHIR O'HIGGINS & COMPANY SOLICITORS - JUNE 2021-PRESENT

Knowledgeable and results driven law student with experience in conducting detailed legal research, preparing and reviewing criminal defence matters, participating in consultations, and meetings alongside solicitors particularly regarding Romanian clients. Effective communicator with extensive knowledge of the law, legal procedures and well-developed critical thinking skills.

DUTIES

- Carrying out all reception related duties; opening/ closing the office, cash lodgements, posting letters, making and receiving telephone calls, maintaining client relations, and answering general inquiries etc.
- Being the first and thereafter, the continuing point of contact for clients.
- Initial client processing and file creation within 'Up In Court' case management system.
- Organisation and digitisation of hard copy files within the case management system.
- Client follow up re. outstanding documents, court dates and application deadlines.
- Office diary management, briefing and scheduling of barristers as necessary.
- Attending barristers/solicitors at court, during consultations, video links and prison visits.
- Drafting letters as necessary to clients, opposing parties, and government authorities.
- File management and scheduling of follow-ups as necessary.
- Closing and archiving files as necessary.
- Drafting and lodging of various court required documents.
- Networking with senior legal professionals and establishing good internal and client relationships.
- Attending client meetings, providing insight, and assistance wherever possible to develop knowledge.
- Worked under guidance and direction of solicitors, and performed extensive legal research.
- Assisted in trial preparations for Circuit Court matters.

SALES ADVISOR, THE WHITE COMPANY – 2019-MAY 2021

Undertake daily workload in a busy specialist luxury store on Grafton Street, delivering a high-level customer service to a high net worth of customers seeking expertise. Responsible for contributing to the overall performance of the store by driving sales at every opportunity whilst ensuring every customer receives exceptional levels of service.

DUTIES

- Working in compliance with high standards of the company's practices and policies
- Utilising both personal and impersonal skills while providing exceptional customer service and engaging with customers to tailor advice and recommendations
- Gaining teamwork skills by supporting the work of others and acting as a vocal engaged team member while positively and confidently responding to assigned tasks.
- Maximising store revenue by suggesting upgrades, alternative products and add-ons
- Handling queries and dissatisfactions of customers in a calm and professional manner
- Telephone and e-mail etiquette

- Ability to multi-task, while being attentive to customers and remaining flexible to the needs of the business
- Anticipate the needs of others to ensure a seamless and positive experience
- Operating cash registers, managing financial transactions, balancing drawers, and banking

ADMINISTRATIVE EXECUTIVE, T&C STRUCTURES LTD – 2018-2019

Provided administrative support offering versatile office management skills and proficiency in Microsoft Office programs to a construction company specialised in residential and non-residential buildings. Strong planner and problem solver who readily adapted to change, worked independently and exceeded expectations. Handled multifaceted clerical tasks. Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.

DUTIES

- Earned citations for excellence in areas including work volume, accuracy and quality, ability to learn and master new concepts, positive work ethic, and commitment to providing unsurpassed service
- Opened, sorted and distributed incoming messages and correspondence
- Communicated closely with the director of the company regarding the needs, concerns or issues within the office
- Provided executive-level administrative support to the director of the company with a demonstrated ability to improvise, improve procedures, and meet demand in deadlines.
- Preparation and filing of various e-forms, annual returns and other related documents.
- Managed and monitored the dispersal of paycheques, handle payroll and responded to employee queries
- Photocopy, fax or print documents, input data and perform other important clerical tasks.
- Processed bills and handled confidential documents

EDUCATION

TECHNOLOGICAL UNIVERSITY DUBLIN – FIRST CLASS HONOURS (LL.B) BACHELOR’S IN LAW

CLUBS AND SOCIETIES

FLAC and Debating Society.

LANGUAGES

English, Romanian (Fluent), French (Intermediate)

INTERESTS

Literature, Drama, Music, Law, Arts, Traveling, Fitness.

REFERENCES

Available upon Request.