**Thérèse Ryan**

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**Profile**

**Business & Law Graduate with all 8 FE1s passed & with over 10 years’ experience in Administration, Legal, Event & Marketing roles who is currently completing a Masters in Law.**

**Work Experience**

**Dates:** June 2017 – Present

**Name of Employer/Business Unit: OSM Partners Solicitors**

**Job Title:** Legal Executive

**Key Responsibilities:**

* Management of multiple client caseloads.
* Preparing court documents and dealing with all aspects of the litigation process.
* Dealing with inbound and outbound enquiries, both written correspondence and by telephone.
* Maintaining and developing relationships with clients.
* General administration work.

**Dates:** 2013 –2017

**Name of Employer/Business Unit:** Bank of Ireland, MRT MARS ASU (New Century House)

**Job Title:** Legal Executive

**Key Responsibilities:**

* Case management for Possession, Receivership, Judgment, Ceased Practice, Deceased, and Title Analysis cases.
* Report coordinator the legal team.
* Preparation & presentation of team presentations.
* Point of contact for queries on the Legal team.
* General Legal executive administration work.
* Be at your Best MARS Representative & Events Organiser for the MRT & Legal Teams.

***Secondment Role***: Project team Site Lead - As part of a Bank of Ireland retail project I recently held the role of Site Lead over a team of 24 persons. My duties include;

* Strategy development and Risk Analysis.
* Review of loan offer and later amending documentation.
* Partaking in daily steering meetings to access current & projected strategies.
* Managing staff & their workloads.

**Dates:** 2012 –2013

**Name of Employer/Business Unit:** Bank of Ireland Group (College Green)

**Job Title:** Cashier

**Key Responsibilities:** Adhering to all compliant regulatory obligation requirements.

* Promoting Bank of Ireland products to customers, such as saving accounts, insurance, 365 etc.
* Cash management.
* Engagement with customers at every interaction with first & ethic models.
* Personal commitment & delivery of referrals each week.

**Dates:** 1998– Present

**Name of Employer/Business Unit:** The Ha’ Penny Bridge Inn, Temple Bar

**Job Title:** Lounge & Event Manager (Part-time)

**Key Responsibilities:** Working within the family business, a fast-paced environment where responsibilities included:

* Front facing role in serving customers & managing staff.
* Delivering & managing customer experiences, such as comedy nights & weekly music events.
* Designing & coordinating promotional material.
* Managing the administrative & accounts tasks, stock management.

**Dates:** 2011- 2012

**Name of Employer/Business Unit:** The Irish Youth Foundation

**Job Title:** Marketing, Event & Fundraising Executive

**Key Responsibilities:**

* Assisting in the management & promotion of Denim Day, Children’s Hour & Direct Mail campaigns.
* Coordinating events such as the 25th Anniversary Private Fundraising Dinner in the home of Bill Cullen & Jackie Lavin, The Excellence in Sport Awards in partnership with Irish International, Bank of Ireland, The Links Golf Society & the Annual Golf Classic in partnership with Jaguar & the K Club & a Fashion luncheon in partnership with The Shelbourne & Brown Thomas.
* Retaining & generating new fundraising partners.
* Maintaining website & updating social media.
* Managing all elements of fundraising administration & accounts.

**Dates:** 2011 -2012

**Name of Employer/Business Unit:** Lyons Dermody Solicitors

**Job Title:** Temporary Legal Administrator

**Key Responsibilities:**

* Sole responsibility for managing & the creation of a categorizing system for deeds following relocation.
* Preparing briefs for legal teams & relevant court officials & managing various legal administrative duties.

**Dates:** 2009 –2010

**Name of Employer/Business Unit:** Douglas Newman Good (DNG) Lettings

**Job Title:** Marketing Executive & Letting Agent (North & West Dublin)

**Key Responsibilities:**

* Property Management (30 Properties Weekly), Negotiation, Client Management, Closing Sales (Average 6 Lets Weekly).
* Drafting and reviewing letting agreements.
* Dealing with Tenant and Landlord queries.
* Acting as a mediator if issues arose in our managed properties.
* Working with the team to contend with agents that could be competing to let properties.
* Idea creation, concept development, campaign execution & measurement.
* Brand development through online ads, social networking, print, direct mail, event management, promotional products & database marketing.

**Dates:** 2008

**Name of Employer/Business Unit:** Department of Environment, Heritage & Local Government

**Job Title:** Clerical Officer (Temporary Contract) in the original PRTB department

**Key Responsibilities:** Working with the Private Housing sector my duties included:

* Checking & summarizing departmental legislation for the Minister & his team.
* Answering public queries.
* Preparation for the department’s decentralisation to Co. Wexford.
* Delivering an updated efficient filing system within the department.

**Dates:** 2005 & 2006

**Name of Employer/Business Unit:** National Revenue Authority

**Job Title:** Clerical Officer (2 x 4 month Summer contracts)

* Working with the RCT department dealing with public queries.
* File management in the Audit and Compliance Department.

**Educational Details**

**2017** Dublin Institute of Technology (DIT)

**2018 MA in Law**

**2016** Law Society of Ireland

 **All 8 Fe1s completed**

**2014** UCD – Institute of Bankers

 **APA (Loans)** **Result:** APA

**2008** Dublin Institute of Technology (DIT)

**2007 Higher Diploma in Law (Postgraduate) Result:** Merit

**2007** Dublin Business School (DBS)

**2003 BA (Hons) in Business Studies & Law** **Result:** 2.2

**2003** Loreto College, St. Stephen’s Green

**1997 Leaving Certificate** **Result:** Honours in English, Maths, Irish, French, Business, Biology & History

**Other: ECDL achieved. Cert in Advanced in Excel Microsoft Suite (Word, Excel & PowerPoint, Publisher etc.)**

**Achievements**

* Staff Third World Fund Committee Member.
* Be at your Best Champion 2013- 2017 & Be Our Inspiration Champion 2015.
* DIT Law Society Council Member 2008 & DBS Student Union Vice-President 2007.
* Editor of Final Year Year-book DBS.
* Young Entrepreneur Award 2002 & 2004.
* Achieved ‘Swimming Level’ Life Guard Certification & First Aid Certification.
* Honours Certificate in Speech & Drama.
* Medals: Literary, Senior Hockey, Irish Dancing. Long Distance Running & Track Running.

**Interests**

**Socially Aware:** While working with BOI I organised the legal fundraising for the Calcutta Run the last two years in aid of Goal & Peter McVerry, & ran it both years with my colleagues. Last year I was the campaign manager for a Barnardos Campaign within Bank of Ireland for which we have raised over €5,000 from various events which was then matched by Bank of Ireland. I was also part of the building committee for New Century House BOI which coordinates all building events for charities creating awareness & support for my colleagues in the areas of Mind, Career, Body & Community.

**Active:** Firstly I always aim to keep myself as active as possible. I was an active member of the clubs & societies in college as I believe building connections & communities is important. In my last few months in Bank of Ireland I organised Pilates classes for the staff of NCH, as part of the BAYB strategy. Recently I have just signed up to a creative writing course.

**Personal & Professional Development:** I believe in action learning; learning through doing & on reflection. Where possible, I would like to continue my education in order to improve my knowledge and skills base. Currently I am studying to achieve my Masters in Law in DIT.

**References**

Richard O’Sullivan – OSM Partners

Declan Murphy – OSM Partners