Tien Tuite

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**PROFILE**

A committed, results oriented and innovative Social Science and Masters in Common Law graduate from University College Dublin. Experience working on insurance, conveyancing, litigation, commercial and family law legal teams as well as the service industry.

**EDUCATION**

**2020 – 2022**

Masters in Common Law, *University College Dublin*. 2:1

**2017 – 2020 Undergraduate**

Social Science, *University College Dublin*. I received a BSocSc and a 2:1.

My joint-major was in Sociology and Social Policy. I also received additional specializations in social work and psychology.

**2011 – 2017 Secondary School**

*Loreto Abbey Dalkey*.

**EXPERIENCE**

**May 2022 – September 2022 –** Legal Executive, *Cosgrove Gaynard Solicitors*

I managed all incoming and outgoing post – postal and courier logs, bringing post to and from the dx, scanning it all in and placing it on file and updating the electronic filing system.

Conveyancing – I registered client properties in the Land Registry and the Registry of Deeds, becoming very familiar with every form that was necessary under this process. I responded to any queries on the applications for the Land Registry. I scheduled client’s title documents to be returned to the bank.

Litigation – I drafted an array of different documents including special summons, affidavits of verification, affidavits of means, briefs for counsel, etc. I took the necessary documents to the stamping office and lodged each one in the appropriate Court Offices in the Four Courts or dropped them off to the relevant barristers. I had the chance to do swearings with solicitors in other offices.

General – I answered client queries on the phone and by email. I called the banks to gain updates on the likes of redemption figures and outstanding documents. I participated in client meetings.

**July 2021 –** Summer Health Services Intern, *ByrneWallace LLP*

I assisted clients with inquiries over the phone. I conducted extensive research and drafted a variety of legal documents including case comparisons, cost sheets, call summaries etc. and organized/filed them accordingly. I collaborated with trainees and solicitors during staff meetings. I attended the four courts and delivered necessary documents to solicitors all around Dublin city. I received training for navigating the ByrneWallace electronic filing system.

**Summer 2018 & 2019 –** Waitress &Barista, *Roly’s Café & Bistro*

I developed my customer awareness skills, my multi-tasking as I was working in a fast-paced environment, my communication and teamwork skills as it was vital to collaborate with my colleagues to work efficiently and I covered a vast variety of daily tasks such as: Making coffee, working the till, serving tables, taking orders and interacting with customers.

**July 2016 -** Insurance Department Intern, *BLM Law & Insurance*

**SKILLS**

Fully competent in Microsoft Office.

Experience working in professional legal teams.

The ability to work efficiently in a team or on my own.

Positive and practical customer/client management and awareness skills.

Optimistic problem solver and conflict resolution skills.

Flexibility in communication styles.

**HOBBIES & INTERESTS**

I participated in the Corporate & Commercial Law in London Virtual Insights week in January 2021 and received the UCD Careers Network Certificate of Work-Related Learning.

I was a judge for the virtual SLS Negotiation Competition for UCD students in January 2021.

Tag rugby – Prior to covid, I played and trained on a team in UCD every week.

Volunteer work – In 2016 I volunteered as a gymnastics instructor for children run by the Special Olympics Ireland organization. My family also currently volunteer as a foster family for several animal rescues too!

I completed the bronze Gaisce award, and I was chosen to be a 1st year Mentor in Loreto.

Travelling – when I have the time this is my favourite thing to do.

**REFEREES**

Susan Cosgrove

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Ms. Rhona McGrath

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