

Valentyna Chekanska

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PROFILE

I am a hardworking and dedicated Bachelor of Civil Law with a 2.1 degree from University College Dublin. I am currently doing FE1 exams and intend on starting in Blackhall in 2017. I have experience working in different areas of law such conveyancing, licencing and litigation. While working in these areas I gained analytical, organisational and interpersonal skills which will help me build my career as a lawyer. I am persistent, responsible in anything I do and strive for new challenges and experiences.

SKILLS

- **Multilingual:** Fluent in English, Russian and Ukrainian, very basic understanding of Spanish.
- **Interpersonal and Communication:** I can interact with clients and address their needs, enjoy working in a team.
- **Analytical:** I can do independent research, pay attention to detail, solve problems as they arise.
- **Organisational:** I can efficiently manage time to fulfil tasks on time. I succeeded in balancing two jobs and college at the same time.
- **Technology:** Have great knowledge of expd8 case management system and minimal knowledge of expd8 accounts.
- **Problem solving:** I developed great problem solving skills while working at the office and dealing with different situations.

WORK EXPERIENCE

Grant & Company Solicitors, Drogheda

June 2014 – Present

Work Experience/Legal Secretary

Responsibilities:

- My main duties were answering and making phone calls, writing formal emails, doing dictations, drafting bills of costs, drafting quotes for prospective clients, opening and closing files, opening and closing the office.
- I observed numerous solicitor-client and solicitor-barrister meetings gaining experience of the negotiation process.
- Communicated with clients on a daily basis answering queries on their files such as updates on their conveyancing files, explaining how the Injuries Board operates, in such a way ensuring clients were satisfied with how their files were being dealt with.
- I was responsible for ensuring the Commissioner for Oaths attended the office when needed and signed the necessary Declarations.
- Have great knowledge of expd8 case management system and an understanding of expd8 accounts.

Main areas of experience include but not limited to:

Conveyancing

- Initiated the conveyancing process by drafting contracts for sale, filling out QED forms, requesting deeds/redemption figures from banks.
- Prepared files for closing and drafted all relevant documentation such as Family Home Declarations, Non Principal Private Residence Declarations and Solicitor's letters of undertaking.
- Communicated with the client in relation to their sale/purchase and informed them if there was anything required of them such as signing declarations or providing any documentation ensuring their files could progress to the next stage.
- Worked on numerous files from beginning to closing gaining an overall experience of the conveyancing process.
- Corresponded with the relevant bodies such as banks and county councils, engineers and the Land Registry.
- Was assigned to and successfully resolved a problematic situation where a bank did not provide a mortgage vacate for a long period of time.
- Familiar with the land registry and land direct websites.

Probate

- Drafted Wills, observed and participated in client meetings discussing how the probate process works and any documentation that will be required from the client.
- Initiated the process by writing letters to and corresponding with relevant institutions such as banks, credit unions and insurance companies.
- Filled out CA24 forms, claim forms on behalf of executors, assisted in calculations of Capital Acquisition tax on Revenue Online.
- Calculated what each beneficiary is entitled to based on the Will of the Testator.

Licencing

- Independently researched the procedure for applying for a special exemption order and renewals of other licences.
- Drafted dancing licence and special exemption order applications, did affidavits of service.
- Served relevant notice parties with notice of application and necessary documentation such as engineer's reports and maps.
- Observed making of licencing applications in the District Court.

Litigation

- Worked on a High Court case. I was given a duty to prepare a brief (over 150 pages long which was positively commented on by a number of Barristers). This required me to use my organisational skills to choose which documents had to be included and divide the brief into a number of sections.
- Communicated with client and engineers collecting necessary documentation such as photographs and reports.
- Notified all witnesses and barristers of the trial date and ensured they were able to attend.

Personal Injury

- Drafted and sent documents such as Appearances, for stamping.
- Explained the procedure for a personal injury claim to clients, filled out Form A for Personal Injuries Board, collected and sent documentation to the Injuries Board.
- Calculated special damages and loss of earnings for clients based on information provided by them.

Company Secretarial

- Filled out and sent out forms to Company Registration Office including forms for creation of a new company.
- Sent out various documentation to shareholders of a company such as waivers, resolutions and deeds of adherence.
- Organised the file and kept track of returned signed documentation from each shareholder, sent reminders when needed.

Windmill Stores, Drogheda

July 2013 –July 2016

Shop Assistant

Responsibilities:

- Worked at the till, stocked shelves, accepted and checked deliveries, paid for deliveries, did cash lifts and general cleaning duties.
- Engaged with each customer, dealt with complaints, noisy teenagers and at times thieves.
- I learned how to work well under pressure as there was limited staff in a busy environment with a large number of things to be done within a small amount of time. This included serving large queues of people.
- Worked in a team by helping other staff with the aim of keeping customers content.

Patrick M. Goodwin & Co Solicitors, Drogheda

May 2013 – September 2013

Work Experience

Responsibilities:

- The firm was largely dealing with criminal law and I attended the District Court twice a week observing various cases.
- Majority of my duties included photocopying large briefs, filing, lodging cheques, answering the phone, writing letters to clients.
- Hand delivered documentation to other offices.

**Exam Attendant
Responsibilities:**

- Assisted in the efficient and smooth running of the exams.
- Aided the exam supervisor in distributing and collecting exam papers.
- Dealt with and provided the relevant information to students' queries.
- Supervised and ensured the compliance of exam rules.

EDUCATION

University College Dublin
Bachelor of Civil Law (BCL)

September 2012 – June 2016

2:1 GPA 3.37

Fourth Year Results - Stage GPA 3.48

Italian General Purposes 1 (CEFRA1.1)	A
English Public Law	A-
Sports Law	A-
Administrative Law: Grounds of Review	B+
Administrative Law: Remedies for Unlawful Administrative Action	B+
Environmental Law and Policy	B+
Industrial Relations Law	B
Consumer Law	B
Equity: History, Doctrines, Remedies	B
English Land Law	B
History and Theory of Penal Reform	B-
Overview of Law Relating to Creation and Administration of Trusts	C-

Third Year Results - Stage GPA 3.25

Family and Child Law	B+
Matrimonial Law and Reliefs	B+
Evidence – Practice and Procedure	B
Evidence - Foundations	B
Intellectual Property Law	B
Employment Law: the Contract of Employment	B
Commercial Law	B
Jurisprudence	C+
Employment Law: Employment Rights	C+
Media Law	C+
Criminological Theory	C+
International Human Rights	C

Second Year Results - Stage GPA 3.42

Food Diet and Health	A
EU Economic Law	A
Information Behaviours	A
Criminal Offences and Defences	A-
Company Law II	B
Property Law II	B-
Criminology: Criminal Justice and Penology	B-
Company Law I	B-
EU Constitutional Law	B-
Criminal Liability	B-
Property Law I	C+
Public International Law	C

First Year Results - Stage GPA 3.33

Introduction to Psychology	A+
Civil Procedure	A-
Contract: Vitiating Factors and Remedies	A-
Criminal Procedure	A-
Contract: Formation	B+
Law and Legislation	B+
Constitutional Law: Fundamental Rights under the Constitution of Ireland	B
General Introduction to Legal Studies	C+
Nominate Torts	C+
Spanish General Purposes 5 (CEFR B1/B2)	C+
Constitutional Law: Institutional Framework of the Constitution of Ireland	C-
Negligence and Related Matters	D

Level	Subject	Grade
Higher Level	Russian	A1
Higher Level	Biology	A1
Higher Level	Chemistry	A2
Higher Level	Agricultural Science	B1
Higher Level	Spanish	B2
Higher Level	Mathematics	B3
Higher Level	Physics	B3
Higher Level	English	C2

ACADEMIC ACHIEVEMENTS

- UCD entrance award in 2012 for high Leaving Certificate points.
- Chosen to represent St Oliver's Community College in Chemistry or Physics(one of my choice) in the final of Irish Sciences Olympiad in DCU on the 3rd of March 2012.
- Mathematics award in 2012 for best mathematics student in the class.
- Home Economics awards in 2009 and 2012 for excellent cooking and textile skills.
- Class student of the year award in 2008 for overall performance in all subjects.

EXTRA-CURRICULAR ACTIVITIES

- I have frequently assisted one of the solicitors I worked for in a service called "Meals on Wheels". This service has been in operation for over 40 years and consists of preparing and delving hot meals to elderly and incapacitated people in the local community.
- I have been attending piano classes from a young age. Even though my piano education has not been fully completed I still occasionally play in spare time and intend on taking piano classes to finish my music education in the future.

REFERENCES

- Available upon request.