

Stephanie Kathleen Villanueva
62 East Courtyard, Tullyvale Estate, Cabinteely, Dublin 18
Mobile: (086) 898 4072
Email: stephkv0816@gmail.com
Linkedin: ie.linkedin.com/in/stephvillanueva/en

Profile

I am a responsible, hardworking person with the ability to manage a demanding workload with confidence.

I am a highly motivated person who works well within a team, providing support or taking a more involved role.

I am a strong driven performer capable of working on my own initiative.

I am a fast learner who is goal oriented and flexible.

I adhere to Company policy and protocol within a professional practice.

I am highly passionate about continuing to develop my professional career to meet my goal of becoming a qualified solicitor while continuing to improve and gain more knowledge and experience.

Education

Primary School	Angelicum College Philippines 2000-2007
Secondary School	Dominican College Sion Hill Blackrock 2007-2012
Higher/Third Level ¹	Senior College Dun Laoghaire 2012-2013 HND Business Dublin Business School 2013-2016 BA (Hons) Business (Law) International Career Institute 2014-2015 Diploma Paralegal Secretarial Lawschool.ie FE-1 Preparatory Course October 2018 – Present

¹ Appendix 1: Breakdown

Career

ByrneWallace

Legal Secretary – Property Department

27 August 2018 – Present

- Drafting legal documentation such as Family Home Declarations, Section 72 Declarations, Undertakings, Title Report, Certificate of Title, Requisitions on Title etc.
- Answering phone calls and emails regarding client queries.
- General admin work.
- Administrative work on Property Projects.
- Transcription of audio dictations.
- Arranging appointments and meetings.
- Compiling and scheduling closing documents.
- Drafting and finalising Registry of Deeds and Land Registry forms.

Sean McDonnell & Company Solicitors

Legal Secretary – Property, Litigation and Probate & Wills.

May 2015 – August 2018

- Acting as a first point of contact (meeting, greeting and handling Client's queries)
- Screening phone calls and emails
- Typing and production of letters and legal documents such as wills, contracts brief and statements accurately
- General administration works
- Transcribing audio dictations
- Keeping records up to date
- Accompanying and attending Courtroom hearings with Solicitors
- Collecting and delivering documents to Court when needed
- Performing legal research
- Arranging appointments, meetings and maintaining up to date diary.

Web Summit Ireland 2014 (Volunteer)

- Interacted directly with the attendees such as Investors, Partners, Exhibitors and VIPs
- Assisted with registration
- Assisted Attendees with directions
- Answered queries regarding the event
- Coordinated within the team

Skills

- Computer Literacy (Microsoft Word, Excel, PowerPoint, Legal Evolve)
- Typing Skills 65-75 wpm
- Transcription Skills (audio dictation)
- Strong Customer/Client Service communication skills
- Document Management
- Organisational Skill

Ref

- Excellent Communication Skill
- Team Work
- Familiarity with Legal Documents and Terminology
- Time Management

Interest

Languages, Law, Sports, Music, Photography, Travel, Charity Work

Language Spoken

English, Tagalog (Filipino), Basic French

References

Available Upon Request

APPENDIX 1

Breakdown of Leaving Certificate Results 2012

Dominican College Sion Hill, Blackrock 2007 – 2012

- English
 - Higher Level – B3
- Mathematics
 - Ordinary Level – C2
- History
 - Higher Level – C2
- French
 - Higher Level – C1
- Biology
 - Higher Level – C2
- Chemistry
 - Higher Level – E

Breakdown of Higher/Third Level Education

Senior College Dun Laoghaire

2012 - 2013

HND Business

Note: I only completed Year 1 of studies as I moved to Dublin Business School the following year.

- Business Environment
 - Distinction
- Managing Financial Resources and Decisions
 - Distinction
- Organisations and Behaviour
 - Distinction
- Marketing Principles
 - Pass
- Aspects of Contract and Negligence for Business
 - Distinction
- Personal and Professional Development
 - Distinction
- Advertising and Promotion in Business
 - Distinction
- Human Resource Management
 - Distinction

Dublin Business School
BA (Hons) Business (Law)
2013-2016

Final Grade: 2:1 Honours

Level 7

Overall Marks

- Business Finance – 40
- Business Information Systems – 66
- Employability Skills – 53
- Employee Relations and the Law – 49
- Innovation – 68
- Management – 64
- Principles of Business Law – 57

Level 8

Overall Marks

- Advanced Business and Commercial Law – 57
- Corporate Law and Governance – 48
- Employability in Action – 74
- Global Business – 63
- Human Resource Management – 64
- Lifelong Learning – 75
- Strategic Management – 64

International Career Institute

Certificate of Paralegal Secretarial

2014-2015 – Grade A equivalent to 80% - 100%

- Legal Process and Procedure – A
 - Apply knowledge of the legal system to complete tasks
 - Carry out search of the public record
 - Deliver court documentation
- Client Services – A
 - Apply the principles of confidentiality and security within the legal environment
 - Work effectively in a business environment
- Legal Records – A
 - Handle receipt and despatch of information
- Legal Communication – A
 - Use legal terminology in order to carry out tasks

- Legal Organisation – A
 - Assist in prioritising and planning activities in a legal practice
- Technology – A
 - Produce business documents
- Team – A
 - Contribute to effective workplace relationships
- Legal Finance – A
 - Maintain records for time and disbursements in a legal practice

FE-1 Exams

March 2019

- **Property – 50**
- **Tort – 52**
- **Constitutional – 50**
- Company – 34
- Contract – 40
- Equity – 28