

Curriculum Vitae:

Alex Donohoe:

donohoealex9@gmail.com 0831044647.

Objectives

Graduate from Dublin City University with a Bachelor of Civil Law of no less than a higher 2:!

Attain the necessary aptitude and skill required to be a proficient, reliable and competent advocate.

Attain employment in a Law firm and work under the tutelage and mentorship of consummate professionals with the aim to be molded constructively as to allow for individual flourishing

Learn one thing to a high level from each day to optimize competence

Network with other like minded peers, to express and debate individual philosophies and approaches and cultivate an environment of intellectual curiosity and professional competence

Education

Oatlands College 2010-2013, Junior Certificate

Institute of Education 2014-2016, Leaving Certificate

Dublin City University, Law (BCL) 2021-2025

Experience

Dye and Durham, Law Searcher 2023-Present

ABC CHIMNEY CLEANERS LTD, Secretary/Admin, Aug 2014-Dec 2021 (Sporadic) Family Business.

Selected Homme/Femme, Assistant Manager, Apr-Sep 2018.

Diesel, Supervisor, June 2017- Jan 2018.

Alex Donohoe

...

Detail of Effective Competencies:

Dye & Durham:

Worked effectively in coordination with fellow colleagues in the Conveyance department to furnish search results for multiple clients in the legal sector

Communicated effectively with clients in a timely and professional manner, providing a distinct service to ensure strong client relations

Used systems such as CID, Land Registry, High Court Office, Central Bank Office, CORE and Digital Law Search among others to provide clients with up to date essential legal documentation.

Performed necessary duties in the High Court Central Office, Court of Appeal and Circuit Court Offices such as lodging Affidavits and taking account of Judgements, Satisfactions, Lis Pendens and the Chancery of Affidavits Index.

Performed mandated administrative duties such as writing and producing covering letters for Judgements, Wind ups, Proceedings, Disqualified Directors, Bankruptcy and Insolvency among others.

I performed searches and furnished results as it concerned the Registry of Deeds, Folio and applications.

I am required to run searches of Fitness and Probity against individuals and former employers that covers a wide range of channels for scrutiny.

I am required to accurately invoice and satisfy each undertaking with each client.

A requirement to be meticulous everyday to ensure the correct analoggging of all data on both software and documentation so as to ensure a streamline service for clients as is required in the legal sector.

Required to fulfill a multiplicity of general administrative and legal services in conjunction with agents as is required by clients.

ABC:

Performed secretarial and general admin duties in accordance with daily requirements of running our SME

Responsible for both inbound and outbound calls both cold and hot leads. Selling our services to customers

Fulfilled administration documenting appointments, answering emails, writing invoices, follow up on payments.

Engaged with other businesses such as suppliers and property management buying products and selling our services.

Spearheaded customer service. As the first point of contact, effective communication and good manner were vital to maintain both customer retention and keeping a good name as an SME.

Retail Management:

Managed large teams towards achieving short and long term targets.

Delegated tasks effectively among each of my teams to ensure controlled and timely completion of necessary tasks.

Worked actively with in-store management and head office to push through new ideas and procedures to further the progression of our store.

Displayed innovation daily and used my position proactively to stimulate energy back into our team and create competition amongst staff, increasing sales.

Communicated effectively and timely with Head Office whether that be through email or phone call and also in store.

Made weekly staff notices on important issues and made sure that each notice was posted and each member of staff was informed.

References

On Request.

Alex Donohoe

...