

# aislingfitzpatrick

W: <http://www.worky.com/profile-aislingfitzpatrick>

## Professional Experience

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1995 - 2009 **Legal Secretary**

I have experience in Conveyancing, Family Law, Probate, Commercial, Litigation, Debt Collection. I have 8 years experience of property developments where I issued Contracts, dealt with queries, dealt with the files up to completion stage and closed all the sales. I am very good to work on my own initiative or as part of a team. I completed the Southern Law Association Exams where I was very successful. I also have knowledge of accounts and some experience where I had the task of inputting client details, bank reconciliations, etc.

Key Skills ACC, Administration, attention to detail, reporting information

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