

trish8

legal secretary - Ireland

W: <http://www.worky.com/profile-trish8>

I have a Degree in Business Studies in Services Marketing I have experience in the Banking Industry, Insurance and most recently in legal field as a legal secretary. Am interested in administration position in part-time basis possibly job sharing

Professional Experience

2007 - Present

Legal Secretary

Administrative duties including audio typing, maintenance of client files, handling client queries face to face and via telephone and email. Assistance to Solicitors in all day to day activities and vast experience in probate, conveyancing and litigation areas of the law.

Key Skills

Administration, attention to detail, Audio typing, Customer Service, Legal Secretary, Maintenance, probate, typing

2002 - 2004

Admin & Clerical Professional

I worked for Banknorth Mortgages in Maine, U.S.A. as a Administrative assistant in the mortgage loan review department. My duties included maintenance of files, providing excell spread sheets for displaying findings and helping with client queries.

Key Skills

Maintenance

Education and Qualifications

1998

**Bachelor/Degree - Bachelor of Business studies in services marketing
carlow I.T.**