**Johanne Campbell**

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**Professional Summary**

I have over 12 years experience in medium and small firms. I have had exposure to a wide range of areas in the law. I have gained particular experience in probate law and dealing with queries in the Land Registry/Registry of Deeds.

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**Education and Qualifications**

1993/1994 Certificate Secretarial Course Completed in Ballsbridge College of Further Education.

1998 - 2000 Dip. LS Diploma in Legal Studies D.I.T Aungier Street, Dublin.

2016 Certificate Manual Handling Olive Safety, Dublin 22.

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**Associated experience**

2002-2005 Legal Secretary John Feran & Company, Solicitors

Drogheda

My role consisted of answering telephone, opening hard/computer copies of files, maintenance/updating of client files, large volumes of dictaphone typing for two solicitors, scheduling, co-ordinating and confirming court dates, appointments and meetings, some office manager duties to include ordering of stationary for office, dealing with problems arising from office equipment, also some personal assistance work to the principal of the firm Mr. John Feran.

Jan to Oct 2007 Legal Secretary Niamh Doyle & Associates, Solicitors

Drogheda.

My role consisted of working on Land Registry/Registry of Deeds queries, closing off files in relation to the purchase and sale of property.

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**Other experience**

Nov 2015 – June 2016 Warehouse Operative Paradise Pets, Donore, Drogheda

My role was to open and disperse pallets, working from spreadsheet to label and box products on a deadline. I was also required to familiarise myself with many products in a short space of time.

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**I.T. Skills**

> Ms. Office suite

> Legal document management software – Harvest.

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­I am a loyal, trustworthy person. I work well alone or as part of a team. I have great organisation skills. I pride myself on my attention to detail while also being able to work to a deadline. I enjoy dealing with people by telephone or in person.

**Referees** are available on request.