

CURRICULUM VITAE

Niamh Loftus Date of Birth: 26/08/1999
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PERSONAL STATEMENT / KEY SKILLS

- I am a highly motivated flexible individual with excellent work ethic
- I am able to work under pressure to deliver to tight deadlines
- I develop and manage effective supplier relationships
- I have an administration/legal background with various relevant qualifications
- I have an academic background in Criminology and Criminal Justice, and more recently psychology.
- I like to deliver service excellence to all my customers internal or external
- Fully competent with Microsoft applications and other software packages
- I have great organisational and communication skills - verbal and written at all levels
- I have good commercial and business acumen and am able to see the big picture and use this to apply to contractual requirements
- I am able to analyse data and use it to manage my workload and report upwards
- I have an understanding and implement principles of GDPR and can relate layers of governance to the role I am engaged in
- I am a lively, approachable person and like to meet new people and enjoy collaborating within in a team environment
- I am reliable and can be trusted to work independently to carry out different tasks

WORK EXPERIENCE/EMPLOYMENT

Reeds Rains Estate Agents - Head Office

Rent Indemnity & Legal (Litigations) Co-Ordinator **Date:** January 2022 – Current

Duties:

- Serving legal notices
- Setting up payment plans
- Reviewing and processing legal invoices
- Liaising with and instructing solicitors to act upon legal notices
- Advising Landlords on Legal matters to help them mitigate their losses
- Managing/Administrating the Aviva Rent Protection and Legal Expenses Insurance Policy process for all landlords
- Recovering rent & legal claims which have been paid from Aviva Rent Protection Insurance policy
- Draft witness statements relevant to legal claims
- Processing rental arrears claims through AVIVAs insurance policy.
- Reading and advising solicitors on defence applications received from tenants and landlords

- Liaising with enforcement agencies to retrieve debt

Reeds Rains Estate Agents - Head Office

Role: Accounts Clerk Date: April 2021 - Nov 2021

Responsible for:

- Liaising with Landlords and tenants over the phone and by email
- Use of rental management software, as well as other company specific applications
- Reviewing and processing legal invoices
- Managing the return of tenant repayments
- Actioning amendments on landlord contracts
- Allocation of funds

Euro Garages - Greggs

General assistant

Dates : March 2019 - April 2021

Providing great customer service, Processing payments and Serving hot food and drink to customers.

OUTFIT (Arcadia)

Dates : October 2018 - December 2019

Serving customers, processing stock, providing good customer service, picking and packing online orders and answering customer queries.

Business Administration Level 3 Apprenticeship at Royal Preston Hospital

Dates: May 2017 – May 2018

Completed Level 3 (City & Guilds Level 3 Diploma in Business Administration). Whilst in the employment of Royal Preston Hospital NHS Diploma. There I carried out numerous clerical tasks including working with people at the highest level within the trust and organising lectures and training

TRAINING/EDUCATION AND QUALIFICATIONS

University Of Central Lancashire

Dates: Sept 2021 - current

MSc in Psychology Conversion to complete in August 2023.

Dates: September 2018 - May 2021.

BA Hons in Criminology & Criminal Justice - 2:1 upper second.

Prestons College –

City & Guilds Level 3 in Business Administration

May 2017 – May 2018

Walton-le-Dale Arts College and High School, Brindle Road, Bamber Bridge,

Preston, PR5 6RN Dates 2010– 2015

7 GCSEs including Maths and English Grades B to C

Other Qualifications:

Level 2 Safeguarding Adults
Level 2 Safeguarding Children
Microsoft Excel Training

HOBBIES AND INTERESTS

Attend the gym regularly
Reading motivational/positivity books
Travelling around the world

REFEREES

Lancashire Teaching Hospitals NHS Foundation Trust
G Block
Sharoe Green Lane North
Fulwood
Preston
PR2 9HT
Email: Thomas.Coulton@lthtr.nhs.uk or Email: Kay.cartwright@lthtr.nhs.uk

LSL Property Services
Reeds Rains
Unit 1
Ackhurst Business Park
PR7 1NL
Email: mohamed.bodi@lslps.co.uk