

## **AISLING MOORE**

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### **PROFESSIONAL PROFILE**

Proactive, dedicated and driven law graduate with experience in various areas of law including public and regulatory, conveyancing, probate and family law. Exceptional communication and interpersonal skills with the ability to build strong and mutually productive relationships at all levels. Works well both independently and collaboratively as part of a busy team. Consistently achieves deadlines through enthusiasm and initiative while maintaining the highest of standards. I am seeking a challenging trainee solicitor role that offers opportunity for professional progression.

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### **EDUCATION**

October 2019 **Final Examinations - First Part (FE-1):**

- Law of Tort - 56%
- Property Law - 60%
- European Union Law - 51%
- Law of Contract - 62%

March 2019 **Final Examinations - First Part (FE-1):**

- Equity Law - 61%
- Company Law - 64%
- Constitutional Law - 57%
- Criminal Law - 65%

2015 – 2018 **Bachelor of Civil Law** - University College Cork, 2.1 Honours - 67%

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### **LEGAL EXPERIENCE**

September 2019 – Present

**Paralegal**, Fieldfisher, The Capel Building, Mary's Abbey, Dublin 7

**Core Duties:**

- Currently on secondment with the office of the Financial Services and Pensions Ombudsman working as an investigation officer as part of the tracker mortgage complaints team.
- Managing a large volume of complaint files on behalf of the Ombudsman and ensuring that the status of the complaints are kept up to date for reporting purposes. Setting calendar reminders to reflect key dates.
- Facilitating communication between various financial institutions and complainants. Managing the dedicated tracker mortgage investigation inbox on a daily basis and responding to various e-mail queries from financial institutions and complainants.
- Carrying out an initial review of the complaint, drafting summaries of complaints, identifying evidentiary documents required from financial institutions and preparing a schedule of questions to financial institutions.
- Analysing and assessing submissions and evidence received from complainants and financial institutions to include mortgage loan documentation, terms and conditions, amortisation tables and inter partes correspondence.
- Preparing draft preliminary decisions. This involves a complete review of the complaint file, outlining the arguments of the parties to the complaint, analysing the evidence and outlining the reasons for

- upholding or rejecting a complaint.
- Actively participating in weekly team calls and training sessions in an effort to share knowledge and learn from my colleagues.
- Reviewing and familiarising myself with financial services legislation and codes of conduct in relation to consumer protection and mortgage arrears.

May 2018 - September 2019

**Legal Assistant**, Anne O'Neill Solicitors, 14 Washington Street, Cork City, Cork.

**Core Duties:**

- Assisting solicitors with daily tasks to progress matters in the areas of family law, conveyancing and probate.
- Preparing schedules of title documents and arranging for the exchange of title deeds.
- Assisting in preparing first drafts of contracts for sale, title reviews and transfer deeds. Arranging closing searches.
- Assisting in drafting District Court applications for maintenance, access and guardianship in family matters.
- Assisting in drafting Family Law Civil Bills in respect of judicial separation and divorce proceedings.
- Compiling and preparing core books for court and briefs for counsel.
- Assisting solicitors with preparations for settlement talks and regularly liaising with counsel to ensure briefs and instructions are up to date.
- Answering telephone calls, organising consultations with clients and counsel, booking venues for meetings.

July 2017

**Legal Intern**, Legal Aid Board, 31 Popes Quay, Cork City, Cork.

**Core Duties:**

- Interning for two weeks with the Legal Aid Board.
- Assisting in administrative office duties such as filing, photocopying and faxing documents.
- Attending consultations with clients of the Legal Aid Board and taking attendance notes.
- Attending court hearings on a regular basis with the managing solicitor

## ADDITIONAL WORK EXPERIENCE

October 2016 - March 2018: **Catering Assistant**, O'Briens Sandwich Café, Cork City, Cork.

June 2016 - October 2016: **Waitress**, The Heritage Killenard Hotel, Portarlinton, Laois.

April 2015 - June 2016: **Waitress**, Lyrath Estate Hotel, Paulstown Road, Kilkenny.

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## ACHIEVEMENTS AND INTERESTS

- Student Peer Support Leader Certificate 2017 and 2018, awarded for supporting and providing guidance to incoming first year students to University College Cork.
- Active member of University College Cork Free Legal Advice Centre (FLAC) where I attended mock clinics and legal information sessions and was awarded a FLAC certificate.
- Received a green belt in karate in 2015.
- I enjoy kickboxing, acting and painting in my spare time.

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## REFERENCES

Available on request.