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| Aisling Smith  |  | | --- | |  | | AISLINGESSMITH@GMAIL.COM | |  | | 0857457397 | | References Rachel Carney  Partner, Mason Hayes and Curran  Phone: (01) 6145044  Email: rcarney@mhc.ie  Barry O’Leary  Director, Accountancy Professionals  Phone: (01) 7008154  Email: barry@accpro.ie | |  | |  | | --- | | ExperienceMASON HAYES AND CURRANLegal assistant15.10.15 – 25.08.17 During my time in Mason Hayes in Curran I worked in the Real Estate Department on the Residential Sales team which dealt predominantly with high volumes of Receivership Sales. My responsibilities included:   * Receiving instructions directly from our client on properties which were intended to go to market and managing the portfolio of properties for two of the larger projects which my team was working on. * Managing the retrieval of deeds for the whole firm and was responsible for organizing their distribution. * I assisted in the review of title for certain assets which were being sold. * Corresponding frequently and directly with our clients, both by phone and email to provide them with updates on the progression of sales and to request certain information which was necessary to progress the conveyancing process. * Assisting with pre-contract queries. * Communicating with the PRA regarding a number of registration and discharge matters. * Drafting various legal documents including; Deeds of Discharge and Deeds of Release; Deeds of Transfer; Receiver Undertakings; Declarations of Identity; Other statutory Declarations required for the close of sale such as, Family Home Declarations and Section 72 Declarations. * Compiling completion statements for our client setting out the funds due on closing. * Dealing with post completion work such as the discharge of undertakings given by our client on closing. * Many other ad hoc tasks for the solicitors I worked for as and when required.  Accountancy professionalsRecruitment assistant02.06.2015 – 02.12.2015 During my time in Accountancy Professionals my responsibilities included the following:   * Database maintenance and completion of various candidate sourcing projects. * Identification and classification of potential candidates using LinkedIn. * Identification and Classification of potential new clients in specific industry and business sectors depending on market performance at that time. * General Administration duties. * Searching Jobs websites for new roles | | EducationLLM International and Comparative Law11.09.2017 - DateTrinity College Dublin I have begun a Master’s degree in Trinity College which is due to complete in June of 2018.  **LAW SOCIETY OF IRELAND FE-1 ENTRANCE EXAMS**  I have completed all 8 FE-1 exams in the March 2016 and October 2016 sittings.  **BCL BACHELOR OF CIVIL LAW**  **17.09.2012 – 22.05.2015**  I achieved a 2.1 Honors degree and placed 11th out of c.74 students in my class.  **LEAVING CERTIFICATE**  **06.2012**  Holy Faith Secondary School Clontarf  490 points obtained | | Additional Skills I have excellent I.T. Skills and am proficient in Microsoft Excel and Word. I have also become very familiar with operating systems such as 3E, FileSite, Docs Compare and Key House Case Management.  I have developed extensive research skills throughout my time in college, researching case law, precedence and academic commentary. I was also given additional training in various research methods while working in Mason Hayes and Curran. | |

## Interests

I have an interest in art and design and makeup artistry. I am also interested in health and fitness and enjoy going to the gym. I have also been a competitive dancer for over 15 years and am part of a dance team which competes internationally.