**Curriculum Vitae**

**Personal Details**

Name: Blathnaid Martin

Address: Apt 211, The Waterside, Charlotte Quay, Grand Canal Dock, Dublin 4

Phone number: +353 (87) 946 6324  
Email Address: blathnaid.martin@kcl.ac.uk

**Skills and Qualities**

I am a motivated, hardworking, enthusiastic person with excellent interpersonal, communication and problem solving skills. I adapt easily to different environments, and learn new skills very quickly. I am logical, analytical and pragmatic. I value attention to detail and the importance of accuracy. Most profound are my planning and organizational skills.

**Education**

**Qualification Institution Year**

MA, European Union Law Kings College London 2015 – Present

PG Dip, European Union Law Kings College London 2014 – 2015

Bachelor of Business Studies Dublin City University 2009 - 2013

Leaving Certificate Mercy College 2007 - 2009

Junior Certificate Mercy College 2004 - 2007

**Projects**

* Member, Kings College Law Society 2015
* Member, Irish Society for European Union Law 2015
* Member, European Society for International Law 2015
* Member, Irish Refugee Council (since 2014)
* Fundraiser, UNICEF (since 2014)
* Event Manager and Coordinator, The 2013 DCU A&F Ball in association with KPMG
* Secretary, DCU Style Society 2010 - 2013
* Member, DCU Enterprise Society 2010 - 2013
* Member, DCU Accounting & Finance Society 2012 - 2013
* Volunteer, DCU SVP 2012 - 2013
* Producer, The DCU 2013 Renault Fashion Show
* Producer, The DCU 2011 Diet Coke Fashion Show
* Coordinator, Project YD Charity Fashion Show 2010, 2011

**Achievements**

* Academic Student of the Year 2005, 2006, 2007 and 2009
* Student of the Year 2006/2007 and 2008/2009
* Business Student of the Year 2009
* Student Prefect 2009
* Junior Academic Achievement Award, 2007
* Student Council Representative 2007
* National An Post Art Competition – First Prize, 2005

**Pastimes**

I enjoy cross-country running and equestrian, and I take weekly ballet classes. I also enjoy reading and travelling.

**Work Experience**

**March 2014 – Present Matheson Solicitors**

**70 Sir John Rogerson’s Quay, Dublin 2**

As a Legal PA, I assist in a variety of negotiations and transactions in the Commercial Property Department.

My main experience includes:

* reviewing and marking up non-disclosure agreements
* due diligence
* preparing sale documentation and scheduling title
* stamping and registration of deeds
* managing deeds and ATRs
* assisting in the preparation of title / lease reports
* drafting title / security reviews
* organising title documentation for scanning and uploading to various datasites, the creation of framework for datasites and datasite review
* document review and redaction
* legal research and reports

I am currently involved in a number of cross-departmental projects, which include large-scale loan and asset portfolio sales. I have gained substantial experience in areas of private and commercial property and landlord and tenant law as well as legal practice and the development of policies and procedures.

**September 2013 – March 2014 Porter Morris Solicitors**

**10 Clare Street, Dublin 2**

As a Legal Assistant, I worked mainly in areas of conveyancing, litigation (commercial, employment and civil proceedings), probate and debt collection. In this regard some of my specific duties included the drafting of contracts, organisation of title documentation, requisitioning searches and the lodgment of applications with the Property Registration Authority and Probate Office. I gained experience in attending the Commercial Courts and assisted on various litigation cases from start to finish. I liaised with various barristers, compiled briefs and prepared affidavits.

I was trusted to work with the firms managing partner on a number of confidential and information sensitive cases. I was also trained to manage all of the billing and invoicing of the firms debt collection department.

**September 2011 - September 2012 Dunnes Stores Head Office**

**46-50 South Great Georges Street, Dublin 2**

As an interning Administration Assistant, I worked in a wide range of business areas including; logistics management, commercial analysis, merchandising, sales forecasting and analysis, trend forecasting, web-marketing tasks, distribution, stock management, visual merchandising and store communications as well as other office support and assistant duties.

**Other Work Experience**

October 2012 - July 2013 Sales Associate, Tommy Hilfiger

October 2010 - August 2011 Sales Associate, Bare Minerals Cosmetics, BT2

June 2009 - August 2011 Sports Coach, UCD Sports and Leisure Centre

**References available on request**