

Name: Ciara Walsh
Telephone: 0838626278
Email Address: ciaramawalsh@gmail.com
Address: 3 Auburn Close, Killiney, Co. Dublin



I am a high achieving, hard-working individual. I am a graduate of Law and Social Justice (BCL) in UCD, where I received first class honours. I am a friendly, warm individual who enjoys working as part of a team. I am currently working as a Legal Executive in a small, but busy firm in South Dublin where I have gotten hands-on experience in a legal environment. I have sat all eight FE1s and am awaiting the results of my final two which I sat in March 2024. I am looking to commence my traineeship in 2025.

University:

- University College Dublin: Law with Social Justice (BCL) First Class Honors: 2019 - 2023 (Dublin, Ireland)
- University of Vienna, Austria, Erasmus Program, February 2022 - June 2022

University Results

- Final Degree GPA: 3.69

Employment:

- Nov 2023 - Jan 2025: **Legal Executive, Dominic Dowling LLP Solicitors**
 - **Conveyancing:** drafting contracts, drafting replies to requisitions on title, drafting pre-contract enquiries, liaising with clients, liaising with the solicitors on the other side, drafting declarations, stamping deeds, registration of deeds with Registry of Deeds, registration of property with Tailte Eireann (Form 17, Form 1, Form 2, Form 3), attending client meetings, scheduling deeds for return to bank, examining title deeds, organising mortgage documentation, explaining searches
 - **Probates:** gathering information about the Estate, sitting in on client meetings, writing to various institutions, writing to beneficiaries, dealing with client queries, drafting oath of executors, drafting notice of application for probate, completing the SA2 Form on Revenue, charitable bequest forms
 - **General administrative skills:** Microsoft Word, opening files, writing letters, sending documents by DX/Tracked DX/Courier, setting up appointments, answering the phone, following up with solicitors/banks,/ clients, drafting cash accounts/bill of costs/lists of outlays
 - **Other:** company buy-back, wardship applications, family law matters, boundary disputes, witnessing wills

- Sept 2022 - Oct 2023: **Retail Assistant, News and Gifts Newsagent, Killiney:** similar to the role below.
- July 2019 - Feb 2022: **Retail Assistant, Newsworld Newsagent, Marspel Ltd.:** dealt with customers in a busy newsagent, involved handling money, using till, using card machines, handling large quantities of merchandise, taking in deliveries, handling customer issues, cleaning the shop.
- Oct 2021 - Jan 2022: **Bar Assistant and Floor Staff, Greystones Sailing Club**
- June 2018 - July 2018: **Cinnire, Colaiste Sheosaimh:** multiple responsibilities during Gaeltacht courses, looking after children for three weeks

Work Experience:

- Aug 2023: **Work Experience in LK Shields LLP:** spent time in the litigation and employment departments, helping to research client queries, sat in on phone calls, read a number of different legal documents, sat in on settlement negotiations, assisted partner in replying to emails, shadowed the partners and trainees
- February 2016: Our Lady of Good Counsel School: one week spent assisting in classrooms.

Achievements/ Roles of Importance:

- Sept 2022: Student Representative for Course Video on UCD website
- Sept 2019 - May 2020: UCD Division 4 Ladies Basketball Team
- Sept - May 2021: Year 1 Class Ranking: 15th out of 116 students
- Sept - May 2021: Peer Mentor:
- May 2019: Student of the Year 6th Year
- 2018 - 2019: Silver Gaisce Award
- Sept 2018 - May 2019: ICDL (previously ECDL) course completed.
- 2018 - 2019: Captain of Basketball Team
- 2018 - 2019: Senior Prefect
- May 2018 - June 2018: Played basketball tournaments in Maine, Massachusetts, Rhode Island, USA
- 2017 - 2018: House Captain
- 2013 - 2019: Member of school choir, competed in multiple competitions.

References:

- Aoife Bradley: Partner, LK Shields Solicitors
 - Email: abradley@lkshields.ie
- Judy Walsh: Head of Subject for Social Justice, UCD
 - Email: judy.walsh@ucd.ie