

# CURRICULUM VITAE

## CIARA KELLY

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### CAREER OBJECTIVE

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Having recently passed some of the FE1 exams, I am seeking a training contract within a commercial firm in order to obtain a qualification as a Solicitor.

### CAREER SUMMARY

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January 2019 to Present

**Legal Executive, Property Department**, ByrneWallace Solicitors, 88 Harcourt Street, Dublin 2

#### Responsibilities

- Drafting and preparation of Contracts For Sale, Combined Building Agreement/Contract For Sale, Deeds, Agreements, Agreement for Lease, Leases, Side Letters, Licences, Declarations, Requisitions on Title and all ancillary documents relevant to a particular property transaction.
- Working as part of the residential conveyancing team in high volume sales over a number of different Estates including reviewing title, preparing booklet of title, scheme set up, drafting relevant scheme documentation including transfers of common areas and management company agreements, bulk issue of contracts with all required ancillary documentation, liaising with clients in relation to completion of works on properties and provision of required documentation, dealing with post completion to include legal title queries such as clarification of management company queries in private managed estates, liaising with financial institutions in relation to deeds of release/discharge, preparation of closing statements and disbursement of closing monies.
- Working as part of the retail team in relation to financing of various commercial premises including reviewing title and planning documentation to include Planning Permissions, Architect's/Engineer's Opinions on Compliance with Planning and Building Regulations, BCAR Compliance, Compliance with Financial Conditions, Fire Safety Certificates and Disability Access Certificates, reviewing and drafting completion deliverables, co-ordinating closing and explaining all acts appearing on searches.
- Working as part of the retail team in relation to the leasing of commercial units including initial review of title, planning documentation and drafting replies to pre-lease enquiries.
- Preparation of transaction summaries and detailed reports in accordance with the requirement of each individual client.
- Reviewing Title Documents, carrying out initial Title analysis in order to identify tenure and any burdens/inhibitions that may affect the property, reviewing Folios and deeds to carry out searches in the Land Registry and Registry of Deeds.
- Preparing stamp duty returns for filing with Revenue.
- Drafting and preparation of applications for registration in the Property Registration Authority, to include compulsory first registration applications.
- Assisting Solicitors with title remediation and outstanding registrations in both the Property Registration Authority and Registry of Deeds.
- Monthly financial status reporting to clients, as requested.
- Title Deeds Management to include scheduling title deeds and documents, managing and administering process of releasing title deeds and wills and liaising with Financial Institutions/Solicitors Offices regarding taking up title documents on ATR and releasing documents on Final Receipt/ATR.

July 2016 to January 2019

**Legal Secretary, Property Department**, ByrneWallace Solicitors, 88 Harcourt Street, Dublin 2

#### Responsibilities

- Supporting the Firms Managing Partner, Head of the Property Department, Partner, Senior Associate and Associate within the Property Department.
- Supporting two of the department's main clients on all projects.

- Drafting and producing legal documents to a high standard in accordance with the firm's house style, adhering to tight deadlines, issuing engrossments for execution, preparing fee quotes and letters of engagements, inputting data, proof reading, drafting letters, dealing with correspondence and general dictations.
- Acting on behalf of Solicitors to obtain information, searching suitable solutions to solve issues and following up on assignments.
- Recording Solicitor's billable expenses, preparing remittance advices, drafting narratives for invoices and issuing to clients, preparing transfer of client and office funds, preparing completion statements, monitoring and/or following up on payments, managing Solicitors diaries and calendars, organising client conferences, meetings and travel arrangements.
- Organising and developing an efficient filing system including opening and closing files, updating databases, managing trackers and sending documents and files to storage while adhering to internal procedures.
- Acting for Purchasers, Vendors, Receivers, Landlord and Tenant in Residential and Commercial conveyancing including drafting contracts for sale, replying to pre-contract enquiries, drafting the necessary documentation required to complete a sale or purchase and assisting with commercial leases and drafting the necessary documentation required to complete the lease.
- Liaising with Financial Institutions/Solicitors Offices regarding taking up title documents on ATR.
- Preparing stamp duty returns for filing with Revenue.
- Drafting and preparation of applications for registration in the Property Registration Authority, to include compulsory first registration applications.

January 2014 – July 2016

**Legal Secretary/Legal Executive**, Rennick Solicitors, Dunboyne County Meath

#### **Responsibilities**

- Supporting four Solicitors including the Firms Principal on various matters.
- Drafting and producing legal documents, preparing fee quotes, inputting data, proof reading, drafting letters, dealing with correspondence, general dictations and researching and collating information for case preparation.
- Acting on behalf of Solicitors to obtain information, searching suitable solutions to solve legal issues and following up on assignments.
- Preparing remittance advices, drafting narratives for invoices, transfer of client funds, monitoring of client account and following up on payments, preparing completion statements and final accounts, general debt collection of outstanding invoices, managing Solicitor calendars, organising client conference calls or meetings monitoring court appearance dates.
- Organising and developing an efficient filing system by assisting with the design and implementation of an environmental, paperless office including opening and closing files and updating databases. Assisting with the design of workflow processes and charts.
- Greeting clients face to face and via telephone, directing enquiries to the appropriate person.

#### **Conveyancing**

Acting for Purchasers, Vendors, Landlords and Tenant in Residential and Commercial conveyancing:

- Obtaining and reviewing title documents, drafting contracts for sale, replying to pre-contract enquiries and drafting the necessary documentation including undertakings required to complete a sale or purchase.
- Liaising with Financial Institutions regarding taking up title documents on ATR, mortgage applications, re-mortgage applications, draw downs, stage payment requests, settlement negotiations, redeeming mortgages and obtaining deeds of discharge/release were required. Completing Certificates of Title and scheduling title deeds.
- Liaising with local authorities and Revenue on behalf of clients to obtain exemptions and certificates.
- Solely responsible for filing online stamp duty returns with Revenue including payment, drafting and preparation of applications for registration in the Property Registration Authority, to include compulsory first registration applications.
- Drafting residential tenancy agreements and commercial leases for various developments, replying to pre-lease enquiries and drafting the necessary documentation required to complete the lettings.

## **Licencing**

- Assisting with all licencing matters to include the sale, purchase, renewal and revival of Wine, Beer and Spirit Retailers Off-Licences, applications for Public Dance, Music, Singing and Restaurant Certificates and the transfer of Licences between Licence Holders.

## **Corporate, Wills, Probate, Family Law, Litigation and Employment**

- Assisting with various corporate transactions including transfer of stocks, shares, company assets and employees, sale or purchase of company assets and financing, share purchase agreements and lodging documents with the CRO.
- Drafting wills and testamentary documents, assisting with applications for Grants of Probate, completing Inland Revenue Affidavits, Oaths and Administration Bonds, calculating Probate fees, lodging the necessary documentation with the Probate Office and dealing with any queries which may arise.
- Collecting all assets including dealing with creditors and debtors of the deceased, contacting Financial Institutions, beneficiaries and distributing assets, finalising accounts, and preparing final documentation for execution by the executor and beneficiaries.
- Assisting in District/Circuit/High Court applications for contentious and non-contentious Judicial Separations, Divorces and various litigations.
- Assisting with the preparation of submissions to the Workplace Relations Commission.
- Preparation of pleadings and case documentation for hearings including electronic briefs and liaising with and attending on Counsel.

July 2013 – January 2014: **Customer Service Advisor**, British Sky Broadcasting.

October 2010 – July 2013: **Customer Advisor/Retail Operative**, Penneys, Blanchardstown, Dublin 15.

## **EDUCATION AND TRAINING**

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2017 - 2020 Griffith College Dublin, South Circular Road, Dublin 8

**L.L.B, Bachelor of Laws (Hons)**

2016 Independent College Dublin, The Steelworks, Foley Street, Dublin 1

**Diploma in Professional Legal Studies**

2015 Independent College Dublin, The Steelworks, Foley Street, Dublin 1

**Certificate in Professional Legal Studies**

2005 – 2010 Hartstown Community School, Hartstown, Dublin 15

**Leaving Certificate Examination**

## **SKILLS AND ABILITIES**

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I have extensive experience in drafting all manner of legal correspondence and documentation and have worked on multiple demanding projects at one time. I am proficient in DMS (Document Management System), Axxia, BigHand, Transaction Module, Artiion, DTE Time Recording, Interaction, Crown, eXpd8 Case Management and eXpd8 Accounts. I am highly experienced in Microsoft Word, Excel, PowerPoint, Outlook and the Internet.

## **HOBBIES AND INTERESTS**

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I was a volunteer for the Childhood Cancer Foundation and Foróige for a period of one year. My volunteer position as Team Leader for Foróige involved holding group sessions with transition year students and presenting various topics and scenarios on some issues such as alcohol and drugs which affect young people and how to deal with them should they arise. I have also completed various child safety training courses. My hobbies and interest include international travel including visiting the US each year, attending concerts and going to the cinema. I also enjoy attending strength and fitness classes in my local gym.

## **REFERENCES**

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Available on request