**CIARA LENNON**

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**EDUCATION**

***University College Dublin***

Professional Certificate in Financial Advice (APA Loans & Regulations)

Awarded June 2019.

***Dublin Institute of Technology***

Bachelor of Laws (LLB) 2013 – 2016

Classification: Second class honors degree, Grade I.

***St. Colmcilles Community School***

Leaving Certificate awarded.

Points: 385

**EXPERIENCE**

***ByrneWallace LLP –* Corporate Paralegal** (December 2020 – Present)

As a paralegal on the corporate team, I support the fee earners in all aspects of their transactions. Initially this will entail assisting with due diligence queries and legal research. In preparation for closing, I also assist with drafting ancillary documents and formatting large transaction documents. I ensure all documents are ready for signing and are accurately recorded on the file site once signed. After a transaction closes, the final step is to take care of any post completion matters. This will usually entail following up on any post completion deliverables, the completion bible and any relevant filings in the CRO. This role also requires ad hoc duties such as attending and drafting minutes of client meetings and various administrative tasks that the fee earners may require.

***Belgard Solicitors –*** **Legal Executive** (Sept 2019 – May 2020)

In this role I was responsible for managing the Credit Union litigation proceedings. Belgard Solicitors acts on behalf of over seventy Credit Unions so the position was very demanding. My primary tasks included corresponding with defendants in relation to impending proceedings, drafting demand letters, issuing proceedings in the District and Circuit Courts and serving proceedings thereafter by registered post or personal service.

***Belgard Solicitors –* Legal Administrator** (June 2018 - Sept 2019)

I previously worked as a Legal Administrator for the Mortgage Litigation team. During this period, I was responsible for processing, scanning and distributing all post, arranging office services, stationery and boardroom scheduling. Along with these duties, I was also responsible for outgoing post, applying stamp duty to all court documents and generating correspondence such as demand letters and settlement offers

***Steve Gordon Law* – Paralegal** (Nov 2017 – May 2018)

I worked as a Paralegal in an entertainment law firm in New York City. I assisted the primary attorney in reviewing contracts, formatting documents, attending client meetings, diary management, and dictation. The work covered a vast array of topics such as music licensing, contracts for television shows and recording contracts with household names. The attorney also dedicated time to carry out pro-bono work for struggling artists who had entered in to unfair contracts. We would then research their situations and explore their options.

***Dillon Solicitors* - Legal Intern** (January 2017)

As a legal intern I carried out legal research on time sensitive matters for ongoing family law court cases. I prepared documents such as vouching booklets and affidavits for family law hearings. I attended briefs and meetings with the chief solicitor and clients. I worked alongside other interns and attended court hearings on corporate discovery applications. I also became confident using the Opsis case management system.

***Penneys***- **Retail Operative** (Oct 2010 – 2017)

I worked in the Mary Street branch in ladies fashions as a retail operative. I worked mainly on the registers as a cashier. It taught me excellent interpersonal skills as you deal with hundreds of customers a day and also a very large number of staff.

**VOLUNTEER EXPERIENCE**

***Swami Nadara Orphanage, Batticaloa, Sri Lanka*** – (August 2010)

I took part in a volunteer trip to Sri Lanka, where we lived in an orphanage that was built to accommodate children who were left homeless by the 2004 tsunami. We spent several weeks fundraising for the trip by bag packing in local supermarkets, holding concerts and completing sponsored walks. We took the children on trips to the beach, taught them English, and took part in cultural events in the local village.