

# Ciara Long

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## Education

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### FE-1 Examinations

2023- Present

- Completed and passed the following examination subjects: Equity, Criminal Law, Contract Law, Tort Law, Company Law, EU Law.
- Property Law and Constitutional Law exams to be completed in the Autumn 2024 sitting.

### University of Galway

2018 - 2022

#### Bachelor of Civil Law (International) (First Class Honours 1:1)

- Final Year Modules:  
Legal German (79%) Land Law I (73%), Land Law II (65%) Equity I (64%), Equity II (72%), Family Law I (65%), Family Law II (73%), Industrial and Intellectual Property Law (77%), Evidence I (72%), Guided Research Essay (70%), Alternative Dispute Resolution (71%)
- Second Year Modules:  
EU Law I (73%), Criminal Law I (70%), Administrative Law I (68%), Company Law I (66%), Legal German (75%), International Protection of Human Rights (56%), EU Law II (70%), Criminal Law II (72%), Administrative Law II (68%), Company Law II (72%) Research Essay (73%)
- First Year Modules:  
Tort Law (75%), Irish Legal System (70%), Constitutional Law (60%), Contract Law (65%), Legal Procedure (71%), Sociology of Law (67%), Legal Methods and Research I (61%), Legal German (78%)

### Julius-Maximilians University, Würzburg, Germany

2020-2021

#### ERASMUS Programme

- Modules: Introduction to German Civil Law (A), Forensic Psychology (B), Legal German for International Students (A), DaF B1+ Language Course (A)

### St. Mary's Secondary School, Ballina, Co. Mayo

2012-2018

- Leaving Certificate: 517 points. Higher Level: English (H2), Irish (H2), History (H2), German (H2), Biology (H2), Chemistry (H3) Ordinary Level: Maths (O2)

## Work Experience

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### Donal T. McAuliffe & Co. Solicitors

July 2024 – Present

#### Legal Executive

- I work as part of a team specialising in Conveyancing, Litigation and Probate. My duties include liaising with clients, estate agents and third-party solicitors, providing quotations to prospective buyers, drafting bill of costs and financial memos, producing standard contract documentation, liaising with banks and lending institutions, conducting relevant party searches, managing deed requests and assisting with Land Registry queries, submitting documentation to extract Grants of Administration and Probate, preparing and collating briefs and attending court.

### Fieldfisher Solicitors Ireland LLP

January 2024 – June 2024

#### Paralegal

- I worked as a Paralegal in Fieldfisher Ireland LLP's Public and Regulatory team. This team advised statutory bodies in respect of the discharge of their functions and investigated complaints across a range of regulated disciplines, extending to the healthcare and planning sectors. My duties included liaising with witnesses, registrants, clients and third-party solicitors. I drafted witness statements to aid in the preparation and presentation of information at inquiries and cross-referenced complaint documentation to formulate witness interview plans for evidentiary purposes. I prepared and collated briefs. I drafted detailed meeting minutes and

assisted solicitors and Counsel at inquiries. In conjunction with inquiry preparation, I drafted correspondence and documentation. I also engaged in pro bono work and blog writing.

### **Callan Tansey Solicitors LLP**

**June 2023 – December 2023**

Paralegal

- I worked in Callan Tansey Solicitors LLP in their Ballina office in Co. Mayo, which specialised in general Litigation. I primarily assisted with matters pertaining to the areas of medical negligence and personal injury as well as capacity and assisted-decision-making representation orders. My duties included liaising with clients, Counsel, independent experts, medical clinics and third-party solicitors. I drafted correspondence and pleadings. I regularly conducted legal and medical research and produced chronologies of medical records to identify incidents of concern. I gathered and followed up on discovery documentation. I prepared and collated briefs for court and drafted bill of costs, and special damages.

### **Department of Education, Ireland, based in Bammental, Germany**

**Sep 2022- May 2023**

English Language Assistant

- I was employed as an English Language Assistant in a German secondary school. I engaged and communicated with varied cohorts of students to enhance their English written, oral and aural communication skills. In this role I developed strong communication and presentation skills through English and German. I conducted research to facilitate and co-ordinate lesson plans in accordance with the English curriculum in the state of Baden-Württemberg as well as to the learning needs of students.

## **Volunteer Experience**

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### **Royal National Lifeboat Association (RNLI)**

**Jan 2019 – Dec 2020**

- Volunteered in raising funds through church-gate collections at Ballina Cathedral. Co. Mayo.

### **St. Vincent de Paul Shop, Teeling St, Ballina, Co. Mayo**

**Oct- Dec 2016**

- Organised stock and cleaned store.

## **Achievements**

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- Co-authored a blog in January 2024 in relation to a Circuit Court Decision concerning the application of the Assisted Decision Making (Capacity) Act 2015 (as amended) which was re-published by Irish Legal News. (Title of blog: '*Analysis: Another milestone for assisted decision-making in Ireland*').
- Engaged in pro bono work in relation to proposals for reforms to Irish dog breeding legislation.
- Graduated first in my course instance from University of Galway in Civil Law (International) in 2022.
- Short-listed for the CIGS (Centre for Irish German Studies) video competition facilitated by University of Limerick for a group video presentation on Irish-German relations in 2021/2022.
- Awarded a DAAD (German Academic Exchange Service) Scholarship in 2021 to study Legal German at the SDI University in Munich.
- Awarded University Scholar by University of Galway in 2021 for obtaining first-class honours in my 2019/2020 university examinations.
- Completed and received certificate for LIFT (Leading Ireland's Future Together), an eight-week leadership course which took place in February 2021.
- Elected as 2019/2020 Legal German class representative.
- Selected out of one hundred students in Ireland to participate in the Bar of Ireland's Transition Year Programme. (1st February- 5th February 2016).

## **Interests**

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- Tennis
- Gym
- Reading
- Running
- Travelling

## Skills Profile

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<b>Teamwork</b>	Experience of working in a collaborative environment at university level through group projects and in a professional setting across various teams.
<b>Communication</b>	Interaction with colleagues, clients and witnesses on a regular basis through telephone, email, video and in-person meetings as well as competency in presenting information.
<b>Language</b>	Fluent in English and proficiency in German and Irish (written and oral communication).
<b>IT</b>	IT literate with proficiency in Microsoft Office suite.
<b>Organisation</b>	Proficiency in maintenance and file organisation through case management systems (LEAP, Practice Evolve, Partner, EXPD8).