*CURRICULUM VITAE*

NAME : Ciaran Deane

ADDRESS : Rossmakea, Knockbridge, Dundalk, Co. Louth

TELEPHONE : 042 9379291 (Home)

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E MAIL: ciaran.deane1@gmail.com

DATE OF BIRTH: 30th October 1997

EDUCATION: Bachelor of Laws Degree (LLB)

Grade 2.1

Maynooth University

Sept 2015 to May 2019

Leaving Certificate Examinations

De la Salle College, Mill road, Dundalk

EXPERIENCE: JUNE 2021 – PRESENT

**Eversheds Sutherland – Legal Intern**

Working as part of their litigation department on secondment in the Residential Tenancies Board.

Within the RTB I am part of the Order Enforcement team which enforces Determination Orders which were made by the RTB.

* As soon as a Determination Order has not been complied with we assist the person seeking compliance with enforcement of the Determination Order through the courts.
* As a legal intern, I issue correspondence to both the person seeking compliance and the non-compliant party. This is then followed by issuing a formal offer of legal assistance to the applicant where I then prepare case files for the solicitors.
* Throughout the process, I am in constant communication with the solicitor for the case for any assistance they may require.
* I also communicate with both parties if they wish to reach a settlement where I communicate any settlement proposals to the parties and arrange compliance through that procedure.
* Within the RTB I have also become part of their Freedom of Information and Data Protection team, where I process and review any FOI requests from individuals relating to their disputes within the Order Enforcement Department.

AUG 2019- JUNE 2021

**P. Tiernan & Co Solicitors – Paralegal**

1. Dealing with all property matters within the office where clients are;
2. **Purchasing properties:** In such cases I would handle all steps of the process starting from the initial consultation to sending the required loan documents to the bank along with having all correspondence with the bank throughout the process.
   * I would conduct all correspondence to the solicitors acting for the other side from when we first receive contracts up until the date which the sale is closed.
   * After the purchase of the property is complete, I register all properties with the Property Registration Authority
   * Once the property is registered, I schedule the deeds to the property and would send such to the bank
3. **Selling Properties:** Again, I wouldhandle all matters from selling a house from start to finish.

* I would draft all the contracts for sale, draft the Requisitions on Tile as well as preparing any other documents which would need to be sent to the other solicitors along with the contracts
* From then dealing with all correspondence with the other solicitors from the date contracts are sent to the date the sale is closed.

1. **Leases:** I would draft leases for whatever purpose the required document is drafted for.

SEPT 2015 – MAY 2019

Cashier, Maxol filling station (part-time)

MAY-JUNE 2014

Exam Attendent, De la Salle College

MAY 2013 - AUGUST 2013

Kitchen Assistant

Copper Kettle restaurant, Dundalk

JUNE – AUGUST 2014

Farm hand on local farm

COMPUTER SKILLS **I have computer experience with the**

AND PROFIENCY:- **following computer software systems** :

1. Microsoft word
2. Microsoft Excel
3. Internet & E-MAIL
4. Powerpoint

PART-TIME INTERESTS: I play gaelic football for my parish and it is a huge passion of mine. I have played it since a young age and have been part of multiple teams at club level, county level, schools and university. I play hurling for Knockbridge hurling club at senior and enjoy keeping fit, training and playing golf in Dundalk golf club.

PERSONAL SKILLS: I am hard working, outgoing and interact easily with people. I work well as part of a team and on my own with initiative. I am also very committed to all that I do and strive to perform at all times to the best of my ability.

I was a mentor in de la salle school and a school prefect. I was captain on Louth minor hurling team and on school gaelic football team, wining under 18 Lennon cup, Louth senior schools competition. these experiences helped develop considerable leadership skills.

I was presented with a Lennon cup all-star award and named as school gaelic footballer of the year 2014. I was awarded Louth Minor player of the year 2015 and Louth Intermediate team of the year 2020.

REFEREE: Mr David Brangam

Partner Simmons & Simmons

Telephone - 0874551621

Paula Tiernan

Principal Solicitor

P. Tiernan & Co Solicitors

Telephone - 042 9327002