**Ciarán Sheridan**

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A Corporate Law graduate with a 2:1 degree. I am looking to further develop the skills I have acquired through the course of my studies and through my several years’ experience working in the legal industry. A natural and creative problem solver who enjoys digging deep to find innovative solutions to challenging problems. High level of motivation and enthusiasm. Excellent people and stakeholder management skills. Highly motivated and team player.

**EDUCATION AND QUALIFICATIONS**

**Leaving Certificate (435 CAO points)**

Coláiste Choilm Tullamore Sept 2006 – May 2011

**Honours Degree Bachelor of Corporate Law** Sept 2011– May 2015

National University of Ireland, Galway, Ireland

**PROFESSIONAL EXPERIENCE**

**Legal Executive** May 2021 to present

J.D. Scanlon & Co Solicitors – Tullamore, Co. Offaly

**Responsibilities:**

*Conveyancing*

* Dealing with all aspects of **residential and commercial conveyancing** to include sales, purchases, transfers, rights of way, commercial and residential leases and licences:
* Reviewing title documents and establishing further documentation needed such as NPPR certificates, LPT printouts, Planning permission documents, MUD Act Replies, Certificates of Incorporation etc
* Drafting contracts, requisitions, Family Law Acts Declarations and Section 72 Declarations or other such declarations as required.
* Dealing with pre-contract enquiries and other queries that arise.
* Reviewing mortgage documentation, satisfying the necessary conditions for drawdown and dealing with lender queries.
* Arranging for Undertakings and Certificates of Title to be provided.
* Completing different types of applications to the Land Registry and Registry of Deeds such as registration of new owners, registration of charges (form 51 and 52) and dealing with various Land Registry queries.
* Liaising with corporate clients in drafting commercial leases and licences.
* Drafting leases and other documentation relevant to a commercial lease such as Agreement for Lease, Agreement for Shared Areas, Service Level Agreements, Agreement to Vary etc.
* Drafting commercial licences for the use of property (i.e. vaccination centres and testing centres)
* Arranging for Stamp Duty to be paid on the necessary documents
* Registering commercial leases with the Property Services Regulatory Authority

*Litigation*

* Dealing with litigation matters, mostly in the area of **personal injuries** but also in **debt recovery**:
* Drafting and reviewing documents such as Personal Injury Summons, Civil Bills, Notice of Motions, Affidavits, Notice for Particulars, Schedule of special damages etc
* Drafting Section 27(4) proceedings and assisting in appointing an administrator ad litem
* Completing PIAB applications and providing correspondence through the PIAB portal.
* Corresponding with doctors to arrange medical legal reports, engineers for engineering reports and other parties where reports are necessary such as occupational therapists.
* Assisting in settlement negotiations
* Compiling Booklets of Pleadings or Booklets for Counsel
* Attending Court hearings either in person or virtually

*Employment Law*

* Assisting in advising corporate clients in all aspects of Employment Law:
* Providing advice on the dismissal of employees
* Assisting clients in conducting disciplinary proceedings and advising on same
* Attending WRC proceedings
* Drafting and reviewing employment contracts

*Other areas*

* Some work in the area of **Probate** to include assisting in the drafting of wills, EPOA’s and POA’s, extraction of grants and the distribution of estates such as selling properties and encashing shares.
* Some work in the area of **Family Law** in particular separations and divorce to include drafting Civil Bills, Affidavits of Means, Affidavits of Welfare, arranging for pension adjustment orders and settlements.
* Assisting in the area if **Wardship and Mental Health**
* Other general practice matters such as fines and **licensing** for clubs, hotels and pubs.
* Other ad hoc duties as required.

**Member Services Officer**  November 2020 to May 2021

Tullamore Credit Union – Tullamore, Offaly, Ireland

**Responsibilities:**

* Providing member services transactions, such as lodgements, withdrawals, etc.
* Performing administrative support tasks such as filing paperwork, photocopying, scanning
* Balancing own batch on a daily basis which involved creating an excel report, inputting your figures and showing the overall balance.
* Responding member queries.
* Co-operating with management in the development and/or implementation of new technology or services
* Complying with various legislative and regulatory requirements that govern Irish businesses and also those which specifically cover Credit Union operations such as GDPR.

**Legal Executive** October 2017 to July 2020

AC Forde & Co Solicitors – Dublin, Ireland

**Responsibilities:**

* Attending on Counsel in the Circuit Court, High Court and Court of Appeal.
* Sole management of litigation case files under the supervision of a partner to include all aspects of summary judgment and special summonses.
* Providing enforcement advice and completing enforcements steps on foot of judgments to include registering of judgments, judgment mortgages and sending Execution Orders to the Sheriff/County Registrar.
* Drafting of various legal documents such as Summonses, Notice of Motions, Affidavits etc.
* Making applications to have Companies reinstated to Company Register under the supervision of a firm partner to include liaising with the CRO, CSSO and Revenue Commissioners.
* Dealing with all aspects of settlement agreements including the drafting of same under the supervision of a firm partner.
* Dealing with all aspects of receivership over commercial property to include Deeds of Appointment, Validity letters and Deeds of Discharge.
* Attending the Offices of the High Court, Circuit Court, Appeals Court, Probate Court and Wards of Court to issue and lodge various documents.
* Assisting with the sale of commercial property to include reviewing title deeds and sending various letters to the relevant authorities.
* Using Case Management System (Practice Evolve) in managing litigation cases.
* Drafting and preparing documents in relation to Enduring Powers of Attorney.
* Providing legal secretarial support and assistance.
* Audio typing, file management, photocopying, scanning to file, post, preparing pleadings and briefs for court, archiving and diary management.
* Liaising with clients, counsel and other outside parties to include defendants and solicitors.

**Litigation Support Clerk** January 2017 to September 2017

Law in Order - Sydney, NSW

**Responsibilities:**

* Contacting clients regarding incoming jobs to get job instructions and deadlines.
* Logging jobs on our JMS (Job Management System).
* Undertaking jobs in large volume copying, scanning and brief preparation.
* Exceeding deadlines and KPI's.
* Working closely with the team to undertake bigger jobs.
* Invoicing completed jobs.
* Conducting Quality Assurance on other team member’s work.
* Helping in other departments such as Appeals and Court Copy.
* Various procedural and administrative tasks.

**Barista and Cafe Supervisor** June 2016 to December 2016

George Gregan Group - Sydney, NSW

**Responsibilities:**

* Training new staff and leading a team.
* Customer relations and conflict management.
* Stakeholder management – working in a large corporate environment.
* Working efficiently in a fast-paced environment
* Maintaining an excellent standard of customer service
* Cross selling and up selling products.
* Creating and improving processes to ensure efficient customer service.
* Liaising with Senior Management to investigate new products that can boost sales.

**Restaurant Manager** November 2015 – May 2016

Kingston & Co – Sydney, NSW

**Responsibilities:**

* Managing a team of 15 employees.
* Responsible for handling customer complaints and concerns.
* Liaising and negotiating with suppliers.
* People management.
* All aspects of cash handling such as cashing up and till management.
* Creating and promoting sales incentives; cross selling and product promotion.
* Interviewing prospective employees and in charge of all other recruitment activities.
* Responsible for producing training and development strategies.
* Stock management.
* General admin.
* Senior management reporting assisting with strategic decision making.
* Exceeded my targets.

**Bartender/Waiter** 2014 & 2015

Part time, Bridge House Hotel - Offaly, Ireland

**Responsibilities:**

* Allocated time management efficiently working 15-25 hours while enrolled as a full-time student.
* Demonstrated the ability to multi-task at a face pace while dealing with various situations/individuals with over 1,000 customers weekly.
* Advertised, marketed and recommended menu options to guest to increase guest satisfaction.
* Maintained all sanitation procedures and food safety guidelines.
* Demonstrated flexibility in regard to work assignments and work schedule.
* Communicated product knowledge to facilitate guest decision making.
* Created a welcoming environment for visiting guest providing a memorable dining experience.

**KEY STRENGTHS AND COMPETENCE**

* Microsoft Office: Word, Excel, PowerPoint, Teams, Outlook
* Use of online portals such as CORE, CSOL, Landdirect and PIAB
* Use of legal directories such as Justis and Lexus Nexis
* Data entry
* Highly developed written and verbal communication skills
* Excellent stakeholder management
* Quality Assurance
* Customer service
* Training and development
* Objection handling
* Experience in consistently meeting tight deadlines
* Team management
* Meeting and exceeding KPIs
* Problem solving

**KEY ACHIEVEMENTS**

* Studied through French and lived in France for a year.
* Graduated with a 2:1 law degree from a prestigious Irish University.
* Been part of many successful sports teams including Gaelic football, hurling and soccer
* Introduced a just-in-time stock system in my job as a restaurant supervisor place of work.
* Consistently met high quality standards and strict deadlines as a Litigation Support Clerk.
* I have been an integral part of a wait staff/bar staff in a four star hotel/bar/nightclub.
* Successfully completed all FE1 exams
* Qualified as a barista during my time spent in Australia

**HOBBIES**

* I currently play senior soccer with St Carthages AFC
* I closely following the G.A.A. and the Premier League as well as Formula 1
* I enjoy playing golf regularly in different courses around the country and I am a member of the Old Faithful Golf Society
* I aim to exercise at least 4 times a week outside of other sports