



GABRIELA BALAZS

TRAINEE SOLICITOR ☎ (089) 6085760

◦ DETAILS ◦

(089) 6085760

gabriela30balazs@gmail.com

◦ SKILLS ◦

Strong Communication Skills

Positive collaboration & teamwork achievements

Analytical thinking focused on efficient solutions

Ability to organise own work

Leadership skills

Research skills

High adaptability

Fast learner

Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook) and Case Management Systems

◦ LANGUAGES ◦

English

Romanian

Italian

◦ HOBBIES ◦

Mountain running, karate, chess, writing, fashion design, cooking

👤 PROFILE

Ambitious, motivated and hard-working, with one year's experience working as a Legal Intern in an Irish commercial law firm. Passed all of the Law Society of Ireland's FE-1 examinations. Prior to working as a Legal Intern, worked for over three years as a Legal Advisor in two Romanian law firms, dealing primarily with commercial and private residential property matters. Friendly and empathic personality, easy to work with and always prepared to step into new challenging situations.

📁 EMPLOYMENT HISTORY

Legal Intern at Orpen Franks Solicitors LLP, Dublin

May 2021 - present and

2018-2019

Responsibilities include:

- Liaising with clients, local authorities and financial institutions
- Drafting letters, memos, commercial deeds, declarations, requisitions and property registration forms
- Filings with the Property Registration Authority, Companies Registration Office and Revenue
- Dealing with Property Registration Authority queries
- Explaining closing searches including planning searches
- Carrying out legal research work
- Administrative duties: filing, scanning, copying, archiving, closing files

Legal Advisor at Muresan and Associates SPN (Societate Profesionala Notariala Muresan), Cluj-Napoca, Romania

2016 — 2018

Advised clients in residential and commercial property transactions. This involved drafting, reviewing, and negotiating the required legal documentation, advising in respect of ancillary mortgage transactions and completing the required registrations with the Property Registration Authority. Worked as head of the Property Registration Department with responsibility for supervising the work of a team of six people and for the outcome of the assigned projects.

Trainee Legal Advisor at Coste Stefan and Associates SPN (Societate Profesionala Notariala Coste Stefan), Iași, Romania

2015 — 2016

Provided support to notaries on property sales and acquisitions including Property Registration Authority attendance, administrative duties, archiving various contracts and liaising with clients.

🎓 EDUCATION

FE-1 Entrance Examination, Law Society of Ireland

2020 — 2021

- Passed all the FE-1 examinations

○ **Trainee Legal Advisor, Legal Advisor's Union of Romania**

2015 — 2017

○ **European Master for Child Rights Protection, Alexandru Ioan Cuza University of Iasi, Romania**

2013 — 2015

- **First class honours**
- Leader and author of the practical and theoretical research: *The Right to Education in the Psycho-Social Context of Disadvantaged Children.*
- **Legal Intern** at Adrian Doroftei Law Office.

○ **Bachelor of Laws, Alexandru Ioan Cuza University of Iasi, Romania**

2009 — 2013

- **First class honours**
- Author of the academic research: *Legal Protection of Designs in Romanian Law.*
- **Internship** at the Military Tribunal.

✿ COURSES

○ **Diploma in Finance Law , Law Society of Ireland (expected March 2022)**

October 2021 — March 2022

○ **Cybersecurity: Legal implications and risk management, Institute of Legal Research & Standards**

June 2021 — June 2021

○ **GDPR Compliance Essentials Webinar, Institute of Legal Research & Standards**

August 2021 — August 2021

🌱 VOLUNTEERING AND OTHER INTERESTS

○ **Listener at 7 Cups Online Counselling Community, Dublin**

2020 — Present

This involves participating in online, anonymous chats with members of the community who are experiencing emotional distress and are in need of someone to speak to about their troubles. To qualify as a "Listener", one is required to participate in online training focused on **active listening**.

○ **Participant in beach cleaning activities at Clean Coasts, Ireland**

2019 — Present

Dynamic participant in beach cleaning activities both individually and in groups.

○ **Interpreter at Crosscare, Dublin**

2018 — Present

Interpreter of English language for immigrants in the Housing and Welfare Information Department.

○ **Charity Running Competitions, Europe**

2015 — Present

Regular participant in mountain marathons, trail-running competitions and other charitable fundraising running events.