




Gráinne Fitzgerald

FE1 CANDIDATE PARALEGAL

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PERSONAL STATEMENT

I am an organised and driven law student in the process of completing my FE1 examinations with the Law Society of Ireland. I am a goal-orientated, confident, self-starter with a natural talent for connecting and collaborating. I constantly seek to challenge myself further, whilst honing and developing my current skillset in a dynamic and progressive setting.

EDUCATION

Dublin City University (2020 - 2021)

Master of Laws, (LLM) 2.1

Dublin City University (2017 - 2020)

BA : Economics, Politics and Law 2.2

Mount Sackville Secondary School (2011-2017)

Leaving Certificate (2017)

CAREER SUMMARY

Paralegal

ByrneWallace LLP (October 2022- present)

- I joined ByrneWallace LLP, one of Ireland's largest full service law firms, as a Float Paralegal in October 2023.
- I have spent time in the Infrastructure, Construction and Energy, Health Services and Litigation and Dispute Resolutions teams.
- I am now permanently assigned to the Litigation and Dispute Resolution Department.
- My current experience in ByrneWallace LLP includes:
 - Working in a fast paced commercial firm as part of a large department, managing deadlines and aiming to produce high quality legal work
 - Undertaking in legal research for cases as assigned
 - Providing support for administration tasks such as archiving and file closures, when required
 - Assisting in the preparation and collation of briefs for court and for counsel
 - Assisting the solicitors with case management including creating reminders for important deadlines
 - Engaging with teams in other departments when needed as well as liaising with the finance team when billing at month end.
 - Assisting with the general office administrative work when needed including photocopying, filing and running errands
 - Arranging consultations/meetings with clients and solicitors

CAREER SUMMARY CONTINUED

Legal Internship in O'Mara Geraghty McCourt (July 2021-October 2022) - "Ireland's Best Law Firms 2022" Sunday Independent

General

- Liaising with clients as well as third party solicitors when acting as the main point of contact on the office phone and fielding calls
- Generally handling morning post, DX and registered post including scanning onto our system and ensuring solicitors received all correspondence promptly
- On-boarded new interns, through providing training on our systems and protocols within the firm. I was chosen for this role due to my in depth knowledge and great communication skills

Conveyancing Department

- Assisted solicitors in a large amount of conveyances both commercial and residential
- Assisted with reviewing Contracts for Sale, Leases and Licensing Agreements for both private and commercial ventures
- Assisted Solicitors with successfully registering conveyances with Property Registration Authority (both registered title with Land Registry and unregistered title in the Registry of Deeds)
- Assisted the Partner in a right of way litigation which involved reviewing documents, preparing briefs and attending court
- Assisting solicitors in several Landlord and Tenant issues hearing with Residential Tenancies Board

Probate Department

- Liaised with Executors throughout all stages of the probate process from the initial consultation through to final distribution
- Attended Will consultations, took minutes and prepared memos afterwards
- Drafted Wills and Further Codicils under the direction of a solicitor
- Ensured our Wills register was up to date and accurate at all times
- Gathered all assets of the Estate for the purposes of the SA2
- Drafted Enduring Powers of Attorney and registered same in court
- Assisted Solicitors will drafting letters to various institutions, executors and beneficiaries throughout the probate process

Litigation Department

- Assisted in Licensing Applications for a major events company which included drafting the relevant documents and liaising with third parties to ensure we met deadlines
- Assisted in document preparation for a Tribunal of Inquiry and attended same over a number of weeks
- Assisted in the drafting of written submissions once the Tribunal had ended

Company Secretarial

- Drafted Affidavits and Notices of Motion for Section 343(5) Applications and for Section 738 High Court Restorations
- Was in charge of managing all Co-Sec cases and ensuring each file was properly prepared prior to hearing date. I was chosen for this role because of my strong project management skills and ability to collaborate with a team
- Liaised with Counsel prior to HC Restoration hearing and prepared brief for same

PREVIOUS EMPLOYMENT HISTORY

Sales Assistant - Arnotts Department Store, 2017- 2021

- Worked in one of Dublin's busiest department stores as part of a sales team working together to ensure all targets were met whilst meeting customer expectations
- Managed daily targets and reporting profits for the day as part of the stores closing activities and responsibilities

Sales Assistant - River Island Blanchardstown, 2015-2017

- Worked in one of River Island's largest Irish stores, as part of a large team working together to achieve collective and individual targets
- Used initiative to resolve customer issues and complaints, working to find a solution whilst also keeping the customer happy

SKILLS AND ACCOMPLISHMENTS

- I was an active Member in DCU's Accounting and Finance Society for all four years of University
- Whilst attending college, I was elected as Public Relations Co-Ordinator for the Accounting and Finance Society in 2019/2020
- I was an active Hockey Player for eight years until 2018 and got the opportunity to coach a younger team whilst playing. I continue to support Women's Irish Hockey
- I am very passionate about health and fitness in general, in particular strength and conditioning which I do on an almost daily basis.
- I received the Bronze Presidential Gaisce Award 2015
- I was responsible for organising three fundraising events in aid of Breast Cancer Ireland during time in DCU
- Three Leinster Schools Athletics Medals
- I am currently in the process of learning Italian and refreshing my Irish through independent study
- I have also recently applied to volunteer with the Dublin Rape Crisis Centre and I am in the process of beginning volunteer work with them.

REFERENCES

Available upon request.