GRAINNE KEELING

Curriculum Vitae

20/08/2018

Grainne Keeling

296 Kestrel Building, Heuston South Quarter, Kilmainham, Dublin

Mobile Phone: 0860888126

[Grainnekeeling92@gmail.com](mailto:Grainnekeeling92@gmail.com)

**Profile**

I am an LLB graduate from Maynooth University currently working as a paralegal with A&L Goodbody Solicitors with their Project Management Team. Here I have worked on several corporate transactions involving National and International lenders operating under various SPV entities in relation to the disposal and acquisition of Irish assets and loans. Through my current role and as President of ELSA Maynooth I have developed strong leadership and teamwork qualities which were further enhanced during my time as a mentor to new members of the indirect Tax team in EY. Due to my involvement with the Irish Law Journal and ELSA Ireland I have developed a strong interest in legal research which has been a vital aspect to my career in A&L Goodbody. I work well in a team which is evident from my many roles on committees in Maynooth University, but I am also capable of working on my own initiative which is much needed in the fast-paced environment of both EY and A&L Goodbody where deadlines and building client relationships are key to a strong career.

**Employment**

**A&L Goodbody Solicitors, North Wall Quay, Dublin 1: April 2018 – Ongoing**

* Review of legal documentation such as Loan Facility Agreements, Mortgages, Debentures, Undertakings, Equitable Deposits, Vacated Mortgage, with the purpose to perform due diligence on assets to be included in sale transactions
* Examination of underlying security including a review of title and security documents together with collateral documentation, undertaking due diligence and extraction of pertinent information.
* Conducting searches from the Registry of Deeds, Land Registry, High Court and Debt Judgments, Companies Registration Office (CRO), with the purpose to highlight and raise issues to our clients and explaining implications of said issues.
* Drafting queries and responses to bidder Questions and Answers pertaining to due diligence carried out.
* Assisting on completion matters including execution, security releases and closing formalities.
* Assisting with post-transaction queries and drafting relevant execution documents such as the transfer deeds, Releases and CRO Form C17.
* Preparation of due diligence reports on commercial property, residential properties and buy to let assets.
* Legal research on transactions and loan sale transactions and preparation of reports on the same.
* Preparation and drafting of reports showing outcome of due diligence to facilitate clients in preparing bids on transactions.

**EY, Harcourt Centre, Harcourt Street, Dublin 2: September 2015 – April 2018**

* Preparation of case files for cases for the Tax Appeal Commission which includes preparation of legal submission drafts, writing instructions for counsel, taking witness statements and liaising between our clients and Revenue.
* Legal research in preparation for client meetings on various Irish and European issues.
* Preparation and review of property’s pre-contract enquiries.
* Semi-management role on both Irish and international clients. Managing my own portfolio of clients with key responsibility for ensuring compliance deadlines are met.
* Providing advice in relation to all aspects of Indirect taxes: including VAT compliance, management of their tax risk within their supply chains, licencing requirements, national and international transactions, aircraft importations, construction companies, transportation and financial services.
* Review of invoices and SAP system downloads to ensure companies are meeting their VAT compliance requirements.
* Collaborating with colleagues across the firm to prepare vendor due diligence reports on all aspects of VAT.
* Preparation and deliverance of internal filing training to interns.
* Committee member of the EY Women’s Network where we organise networking events for level ones and level twos across EY.

**Crew Member, McDonalds Wexford August 2010 - 2015**

* Customer Service: ensuring customers have an enjoyable visit within the restaurant through friendly, efficient and time sensitive service.
* Teamwork skills were developed as it was a goal of McDonalds that all crew members would work together to maximise the customers experience.
* Reporting to the managers with problems both from customers and staff and receiving feedback in this respect.

**Transferable Skills**

* IT Skills – I have completed the ECDL, I use Microsoft office daily in EY.
* Driven – I am very ambitious and I enjoy working under pressure to get a task completed.
* Teamwork – developed through my work as part of committees at University, my career in EY with the Indirect tax team and as a crew member in McDonalds.
* Leadership Skills – developed through my role as President of ELSA Maynooth and during training provided to summer interns in EY.
* Diversity – I enjoy my days to be different in my working environment and I thrive to work in diverse situations and with open minded people.
* Innovation – during my time in McDonalds Wexford I was awarded a scholarship towards my education for an innovative idea in designing a new product for McDonald’s Ireland.
* Legal writing and research skills – developed through my research project in final year of university and through working with diverse clients within EY and keeping up to date with Irish and European case law.
* Organisation skills – developed through managing compliance deadlines and VAT advisory work on a bi-monthly basis. Further developed as I am also enrolled as a member of the AITI while working

**Education**

**National University of Ireland Maynooth 2011 - 2015 LLB Law: 2.1 Honours Degree**

First Year: Modules:

Law of Torts I: 69

Law of Torts II: 61

Law of Contracts I: 68

Law of Contracts II: 60

English: 60

History: 64

Overall: 2.1

Second year: Modules:

Law of the EU I: 63

Law of the EU II: 65

Constitutional Law I: 60

Constitutional Law II: 67

Criminal Law I: 55

Law of Evidence: 56 Administrative Law: 58

Legal Writing and Advocacy skills I: 65

Moot Court I: 63

Overall: 2.1

Third year: Modules:

Land Law I: 56

Criminal Law II: 64

Jurisprudence: 64

Law of Equity and Trusts: 63

Law of Equity and Trusts Workshop: 73

Company Law I: 68

Land Law II: 67

Intellectual Property: 50

Moot Court II: 63

Legal Writing & Advocacy skills II: 66

Overall:2.1

Fourth Year Modules:

Banking and Financial Law: 66

Information Privacy Law: 64

Research Project: 64

Company Law II: 67

Tax Law: 62

Economic & Cultural Rights: 68

Overall 2.1

**Presentation Secondary School Wexford:** Leaving Certificate 2011 Total Points: 425

**Key Achievements**

* Owning and running my own show kennels of Alaskan Malamutes.
* Being awarded the Extra Curricular Activities Award for my year when I graduated from University.
* Being chosen by my peers as President of ELSA Maynooth for 2014/2015.
* Being selected as one of the youngest delegates ever to take part in the Committee for the Rights of the Child with the United Nations through academic work in the area.
* Representing Ireland as one of three delegates at the ELSA International Final Conference on Online Hate Speech where a guideline on dealing with Online Hate Speech was created for the Council of Europe.
* Being Vice President for Academic Activities with ELSA Maynooth for two years where I organised key events such as guest speakers, workshops and essay competitions.
* Becoming a leading editor on the Irish Law Journal where I worked editing articles and supervising junior editors.
* Working as class representative during my time in Maynooth where I acted as mediator between students and the law department.
* Receiving a scholarship towards my education for designing a new product to be introduced into McDonalds’ Restaurants across Ireland.
* Achieving the Bronze Gáisce Award through charity work and personal development.
* Being a Finalist for the Wexford Rose competition in 2015.

**Interests**

* Outside of my professional life I have a keen interest in dogs and dog showing. In 2010, I set up my own show kennels of Alaskan Malamutes. I continue to run and organise the kennels and have been granted the honour of judging my breed at national level. I have competed both nationally and internationally having qualified for Crufts on four separate occasions with two different breeds. It has taken me to many various locations and I have been fortunate to work with some fantastic people with it, both in setting up our local committee and to training young people with junior handling.
* I enjoy all sports and I love to keep fit. I have competed internationally on the Irish tetrathlon team and I was captain of the school hockey team when we won the south-eastern league.
* I also enjoy travelling and I have seen some of the most beautiful of places such as Malta, Oslo and was lucky enough to see Geneva during my working visit to the United Nations.

**References on request.**