**Grainne Tiernan**

Bethlehem, West Bank, Palestine

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**PROFILE**

An enthusiastic, self-motivated and hard-working individual who strives to achieve high standards. A client focused team member who has gained significant experience in commercial law firms. Seeking to develop skills with a progressive and diverse law firm.

**EMPLOYMENT HISTORY**

A.C. Forde & Co Solicitors, Ballsbridge, Dublin 4 – Legal Secretary

January 2014- September 2015

Commercial & Residential Property, Insolvency & Litigation

* Assist in receivership, liquidation and mortgagee in possession sale portfolios.
* Assist in residential and commercial conveyancing files from initial review to completion which included reviewing titles, providing relevant undertakings under supervision, obtaining consents and discharges from various Authorities, completing closings, redeeming mortgages, putting mortgages in place for large financial institutions, distributing sale proceeds and registering titles.
* Draft Civil Bills, Affidavits, Motions and Court Briefs & related correspondence.
* Draft reports and updates to clients, liquidators, receivers, NAMA agents, instructions to engineers/architects, inter-parties correspondence.
* Draft Transfers, Deeds, Statutory Declarations, Undertakings and Requisitions on Title.

Simon Parsons & Co Lawyers, Morwell, VIC, Australia – Managing Law Clerk

May 2013 – December 2013

Property, Probate, Wills & Estates & Litigation

* Litigation support including performing legal research tasks, preparing court documents such as Affidavits, drafting Briefs to Counsel, assisting solicitors during Court proceedings and providing synopses of the proceedings.
* Conveyancing management and administration, including attending settlements and drafting documents including Deeds of Transfer, Declarations, Leases, acquisition and disposition documents, and Revenue documents.
* Management, designating tasks, and reviewing prescribed work of Junior Clerks.
* Acting as a personal assistant to managing solicitor with full responsibility for team billing and liaising with the finance team with regards to queries and deadlines, working to strict deadlines and prioritising workloads with managing solicitor.

McInenery Solicitors, Eyre Square, Galway – Intern

September 2010 - May 2011

* Researching legal issues and drafting legal memoranda, drafting and reviewing legal documents, including standard form contracts.
* Attended Stamping Office, Circuit and High Court Offices and neighbouring solicitors for swearing.
* General office duties included: taking incoming calls; file maintenance; collating and indexing litigation and conveyancing documents, photocopying and dictation typing.

**EDUCATION**

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| 2015 | Al-Haq Organisation - Ramallah, West Bank, PalestineApplied International Law |
| 2014- 2015 | Law Society - FE1 Examinations Company Law (50%), Constitutional Law (58%) Property Law (63%) Criminal Law (62%) Contract Law (53%) Equity & Trusts (59%) EU Law (57%) Tort Law (53%) |
| 2013 | Leo Cussen School of Law, Melbourne, Australia.Conveyancing- Title Search to Settlement – August 2013 |
| 2010-2011 | LLB Law - National University of Ireland Galway Grade - 2.1 Land Law 1 (67%), Land Law 2 (66%) Equity and Trusts 1 (62%), Equity and Trusts 2 (64%), Family Law (70 %), Administrative Law 1 (63%), Administrative Law 2 (68%), Evidence (62%), Research Essay (62%).  |
| 2006-2010 | B.A. International - National University of Ireland GalwayLegal Science – Grade 2.1Contract Law (60%), Introduction to Irish Legal Systems (60%), Law of Torts 1 (67%), Law of Torts 2 (61%), EC Law 1 (65%), EC Law 2 (66%), European Human Rights (72%), Health Law and Policy (68%), Criminal Law 1 (61%), Criminal Law 2 (60%), Company Law 1 (66%), Company Law 2 (48%).French – Pass French language and comprehension, oral and written together with courses on French Literature and History. 1st year (48%), 2nd year (48%), 3rd year (47%). |
| 2008-2009 | Universit**é** d’Avignon et des Pays de Vaclause, Avignon, FranceInternational Exchange Program |
| 2000-2006 | Jesus and Mary Secondary School, Enniscrone, Co SligoLeaving Certificate 2006 – 430 pointsEnglish B3 (H), Irish B3 (O), Maths B1 (O), Accounting A2 (H), Biology B1 (H), History B2 (H), French C3 (H)  |

**ACHIEVEMENTS & INTERESTS**

* South Gippsland Soccer League Champions 2013.
* Player of the Year 2013 & Coaches Choice Award 2013, Trafalgar Soccer Club.
* Completed 4 week volunteering program in 2012 in Phnom Penh, Cambodia.
* Volunteered for one month in 2011 in Osoghbo,Nigeria with (WADE M) Women and Development Movement.
* Finalist in 2004 Irish National Young Entrepreneur Competition
* Connaught Gaelic Secondary School Champions 2003.

**SKILLS**

* Languages: English – Native Speaker, French – Advanced Written & Oral,

Irish – Basic, Arabic – Basic

* IT: Proficient in MS Word, PowerPoint, Excel and Outlook along with financial and

time ledgers, time recording and the case/document management systems.

* Full Clean Driving Licence