

GRAINNE TIERNAN

Email: grainne.tiernan@hotmail.com Tel: +972 56 842 1778

EMPLOYMENT HISTORY

Equity Legal Group, Ramallah, Palestine - Project Coordinator/Associate
October 2015-present

Tasks and Projects

- *Project Coordinator*: Meet proposal and project deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- *Associate*: Act as contract consultant for international donors such as USAID, GIZ, AFD and ANERA. Tasks include; reviewing, drafting and editing contracts. Providing legal memos and opinion on breach of contract. Engaged with international construction contracts and international arbitration disputes.

Projects Implemented

- Establishment of the Ramallah Investment Company to promote inward investment.
- Investment Guide Development for the Palestinian/Jordanian Businessman Forum to promote better trade routes.
- Enable Entrepreneurs Project to reform the law to support entrepreneurs in Palestine

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

McInerney 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

2014- 2015	Law Society of Ireland - FE1 Examinations Company Law, Constitutional Law, Property Law, Criminal Law, Contract Law, Equity & Trusts, EU Law, Tort Law.
2013	Leo Cussen School of Law, Melbourne, Australia. Conveyancing- Title Search to Settlement
2010-2011	LLB Law - National University of Ireland Galway <u>Grade - 2.1</u> Land Law, Equity and Trusts, Family Law, Administrative Law, Evidence, Research Topic, Jurisprudence.
2006-2010	B.A. International - National University of Ireland Galway <u>Legal Science – Grade 2.1</u> Contract Law, Introduction to Irish Legal Systems, Law of Torts, EC Law European Human Rights, Health Law and Policy, Criminal Law , Company Law <u>French – Grade Pass</u> French language and comprehension, French Literature and History
2008-2009	Université d’Avignon et des Pays de Vaulsuse, Avignon, France

	International Exchange Program – French Civil Law, French Constitutional Law, French Legal Systems, French language and comprehension
2000-2006	Jesus and Mary Secondary School, Enniscrone, Co Sligo Leaving Certificate 2006 430 points

ACHIEVEMENTS & INTERESTS

- Established Volunteer Palestine and was awarded a Start-Up grant by the American Kelly International School of Business and the American Embassy.
- Teach English at Alyayia University in Bethlehem for students who want to study overseas.
- 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.

SKILLS

- Languages: *English* – Native Speaker, *French* – Advanced Written & Oral, *Arabic* – Beginner
- IT: Proficient in MS Word, PowerPoint, Excel and Outlook along with financial and time ledgers, time recording and the case/document management systems. Skilled in basic web design, SEO management and online marketing.