Curriculum Vitae

Personal Information

**Name:** Hannah Vero

**Date of Birth:** 10 May 1991

**Address:**  37 Castle Avenue, Clontarf, Dublin 3

**Telephone:** 083 852 0735

Education

**Dublin Institute of Technology (September 2014 – May 2015):**

Post Graduate Diploma in Law

**Trinity College Dublin (September 2009 – May 2013):**

B.A. Hons Two-Subject Moderatorship (French and Italian Language and Literature) (Grade II.I)

Professional Experience

**Matheson Solicitors (70 Sir John Rogerson’s Quay, Dublin 2) (March 2016 – Present)**

**Legal Personal Assistant (Commercial Real Estate):**

* + Supporting three solicitors in the Commercial Real Estate department, in a legal and administrative assistant role.
  + Responsible for the creation and maintenance of data sites for large commercial sales, including the collection of non-disclosure agreements, answering potential bidder queries and liaising with the selling agent. This role incorporates both soft and hard copy data management.
  + Assisting with drafting Contracts for Sale and scheduling title documents for closing.
  + Drafting correspondence on behalf of the solicitor.
  + Making stamp duty returns on a variety of different deeds (including but not exclusive to deeds of transfer, stock transfer forms, short term business letting agreements).
  + Administrative lead on a recent mortgage and property portfolio managed by the Commercial Real Estate department. This role included the scheduling of title documentation to be furnished to third parties, tracking and managing (using Excel) the location and status of the title documentation as well as liaising with the client and the client’s document storage company. This project had in excess of 1,000 connections.

**Moran and Ryan Solicitors (35 Arran Quay, Dublin 7) (February 2015 – March 2016)**

**Legal Executive (Residential Property, Family Law and Litigation):**

* + This was a multidisciplinary legal executive role, engaged in a variety of legal areas including residential and commercial real estate, family law, debt collection and litigation (personal injury).
  + Acting as first point of contact with potential clients regarding residential property matters. This including offering them a fee quote as well as briefing them on the procedures involved in their transaction.
  + Responsible for the drafting and exchange of Contracts for Sale as well as the review of title documentation, drafting replies to Objections and Requisitions on Title and furnishing copy title to purchaser solicitors. Arranging the receipt and signing of mortgage packs.
  + Payment of applicable stamp duty and preparation of completion statements as well as management of all financial aspects of transactions.
  + Supervising three-way closings on behalf of lending institutions, including registration of debentures with the Company Registration Office.
  + Post-completion registration of title with the Property Registration Authority, including though not limited to First Registrations.
  + Management of a title reconstitution portfolio on behalf of a multinational title insurance company. This role included the rectification of boundary issues, errors on deeds and the registration of unregistered title. Further, I was also responsible for the maintenance of an Excel data base documenting the progress and status of all subject properties.
  + The creation of briefs for litigation matters, as well as court clerking.
  + General assistance in debt collection matters, including the registration of judgment mortgages and liaising with the County Sheriff, where applicable.
  + Creating briefs and accompanying Counsel to court in respect of family law matters, in particular divorce cases.

**Brown Thomas (Grafton Street, Dublin 2) (September 2012 – July 2015)**

**Sales Associate and Brand Manager:**

* + Managed a successful lingerie brand from September 2012 to September 2013. Responsible for brand promotion, visual merchandising and the creation of sales reports for the benefit of the London and Hong Kong offices.
  + Worked as a sales associate for Max Mara from September 2013 to July 2015, consistently meeting high sales targets, developing customer relationships and promoting brand awareness. Responsible for the management of promotional fashion shows on behalf of the brand.

**Max Mara (Rue du Four, 75006, Paris, France) (May 2012 – September 2012)**

**Multilingual Sales Associate:**

* + Responsible for assisting clientele in French, Italian and English where required and meeting competitive sales targets in a luxury retail boutique.

**Languages**

**French:** Fluent

**Italian:** Upper Intermediate

FE-1 Results

I have successfully completed the Criminal Law, Law of Tort, Property Law, Contract Law and Equity FE-1 examinations.

I will be sitting my final three FE-1 examinations in October 2017.