

INÉS RENEDO RUIZ

Apt 13 Frederick Court 
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Holder of both Irish & Spanish Legal Qualifications

Education

2020 – 2023

Law Society of Ireland - FEI Examinations / (8 passed)

2017 - 2019

Kings Inn's Diploma in Legal Studies / The Honourable Society of Kings Inns, Dublin Ireland

2010 - 2012

Judicial professional training Course / Department of Labour and Justice, Basque Country

2005 - 2010

Law Degree / University of Basque Country, San Sebastian, Spain

Experience

2020 - Present

Legal Clerk / Legal Aid Board

- Chancery Street Law Centre (May 2023- Present)
 - Childcare Proceedings – Representing respondent parents in applications by the State for Care Orders with respect to their children, matters relating to the care of and/or access to the children of clients.
 - Duties, carried out under the direction of a solicitor, include many of the duties normally associated with the work of a solicitor as follows:
 - Initial meetings with clients (who are often vulnerable – suffering from mental and physical health conditions, addictions issues etc.) to determine / triage legal issues arising, filling in of initial application forms, obtaining initial instructions, addressing initial client concerns and managing expectations.
 - Being an ongoing direct point of contact between the client and the Legal Aid Board, explaining court proceedings, decision making rationale, easing client anxieties.
 - Liaising with external stakeholders as required (opposing solicitors, TUSLA, Social Workers, Guardians ad litem, Gardaí, the Courts Service, Counsel etc)
 - Receiving and reviewing extremely sensitive and often distressing reports relating to the welfare of children, discussing content with clients. Supervising client access to reports where necessary for the purposes of preserving the in-camera rule.
 - Assisting clients experiencing literacy difficulties when necessary to assist with the understanding by them of pleadings / reports etc.
 - Briefing and thereafter attending Counsel at consultations and before the District, Circuit and High Courts on a regular (often daily) basis. Careful note taking and preparation of attendance notes as required.
 - Follow-up re the obtaining of instructions from clients, completion of necessary affidavits, collection of vouching documentation / exhibits, obtaining client replies to queries from Counsel, filing of pleadings in relevant court offices
 - Preparation of booklets of pleadings / authorities etc.
 - Managing a large personal caseload, whilst also standing in for and/or assisting others
 - Careful management of litigation files via EOS – the Legal Aid Board's case management system.
 - Working to tight court deadlines, prioritizing and re-prioritizing cases as necessary
 - Training and guiding new colleagues in the performance of their functions as required.
- Smithfield Law Centre (November 2021 – May 2023)

- Busiest Legal Aid Board Law Centre in the country
- Family Law Proceedings (divorce, co-habitation applications, maintenance, custody of children etc.)
- Briefing and attending Counsel representing Complainants in sexual offence prosecutions (s.3 cross-examinations)
- Duties – similar to the above in Chancery Street – but with a focus on the family law proceedings.

2020 – Nov 2021

Clerical Officer / Legal Aid Board

- Chancery Street Law Centre
 - Childcare Proceedings – Representing respondents in applications for Care Orders
 - All administrative duties generally associated with the role of Clerical Officer in a legal office, but also including initial meetings with clients, assessment re eligibility for Legal Aid, updating and maintenance of litigations files in both hard copy and soft copy (EOS case management), typing of attendances, letters to clients etc. as required
 - Quickly began standing in when necessary, in the event of absence or diary conflict, on an increasingly regular basis, as a Legal Clerk (with duties as described above).

2019 (April – Sept)

Legal Executive / MS Solicitors, Dublin

- Small but extremely busy general practice firm (Immigration, Crime, Commercial & Family Law)
- Initial client reception, file creation and data input into case management system
- Organizing and digitizing existing filing system
- Document compilation, review and filing (applications for naturalisation, visas, work permits etc.)
- Attending Counsel at Court, during consultations etc.

2018 – 2019

Law Tutor / CTY IRELAND, Dublin Ireland

- Teaching the University's syllabus in Legal Systems & Constitutional Law
- Creating and tailoring the legal programme to maximise engagement.

2015 – 2018

Team Leader / Md7 INTERNATIONAL, Dublin Ireland

- Team Leader of the Spanish market, 100% target achievement rate within 6 months
- Managing payment processes, achieved an invoice cycle time reduction of 40%
- Support and Mentoring to the Italian Market, recruitment and training in Sales and Salesforce
- Restored relationship with Orange thereby bringing back one of the region's biggest accounts which alone represented almost 70% of the total volume of the Spanish portfolio.
- Contract drafting, review and negotiation
- Motivating teams, training new team members.

2015

Activity leader / INTERNATIONAL HOUSE, Dublin Ireland

- Managed relationships with gr
- Group Leaders from Spain, Italy, Portugal and Russia
- Planning of educational and extra-curricular activities for up to 300 students

2012 - 2014

Law Tutor/ SELF-EMPLOYED, Jerez de la Frontera, Spain

- Providing private tutoring to Law Degree Students

2008 & 2010

Legal Advisor / GASCON LAWYER OFFICE, San Sebastian, Spain

- First point of contact of the clients, conducting initial consultations
- Streamlining cases and clients, assessing issues, determining actions and allocating appropriate resources
- Drafting of various legal documents

2009 – 2009

Legal Advisor / BANCO GUIPUZCOANO, San Sebastian, Spain

- Internship within the bank's legal department. Operating within the Wills / Succession Dept.
- Worked to reduce the processing of the legal documentation relating wills and estates
- Provision of general legal and procedural guidance to families relating to distribution of estates

Languages

- Spanish: Native
- English: Fluent
- Basque: Fluent
- Italian: Basic to Moderate

Skills

- Dual legal qualifications (Spanish & Irish Law)
- Charismatic / positive team player
- Able to prioritize and delegate tasks
- Logical and Methodical
- Calm under Pressure
- Multi-Lingual

General Information

I have, across every role I have worked in, strived to achieve a particular target or result. I take care to prioritise as appropriate, plan a way forward and to hit my targets. I am also not afraid to seek assistance where necessary. I like to know how something works and why it works / doesn't work. Understanding a system in this way helps me to pick up the pieces faster in the event of an emergency. Despite being part of, and at times leading, a team, I am also well used to working independently. I enjoy prioritizing my own tasks in accordance with upcoming deadlines (court dates, time limits, task difficulty etc.)

Due to the nature of my work, I regularly encounter files containing very difficult cases involving the neglect or worse of children. I have to deal with clients who are not always as truthful, forthcoming or friendly as you would wish. The clients themselves are often dealing with their own personal issues and have to be dealt with appropriately - the balance between firm and delicate handling needing to be assessed on a case-by-case basis. It is important in such cases, where you are exposed to the most intimate details of family life and the private struggles of individual clients, that you maintain the confidentiality of that which is discussed, a strong ethical mindset, and remain cognizant at all times of your duties to the court and the client alike.

I have as of October 2023, completed all FE1 examinations necessary for enrolment onto the Law Society's PPC1 course.

References

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| Ms Niamh O'Hanlon | Legal Staff Officer, Legal Aid Board, Smithfield Law Centre – 087 625 8552 |
| Mr. Stephen Cahill | Managing Solicitor, Legal Aid Board, Chancery Street Law Centre – 087 660 0393 |
| Mr. Michael Brennan BL | Assistant Principal, An Garda Síochána Civil Legal - formerly Senior Associate, MS Solicitors, Dublin – 01 666 0316 |