**J.Aidan Doran**

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**Education**

2010/ 2011 **Post Graduate Diploma in Law:** Dublin Institute of Technology

 2nd Class Honours Grade 1

 Overall 68.75%

 Achieved 1st class honours in both contract and criminal law

Team Research

Project: Extracurricular research project on behalf of the Irish Penal Reform Trust: to discover the social profile of people convicted under Section 15 and Section 15a of the Misuse of Drugs Act 1977 and to make legislative recommendations.

2005/2006 **M.A. Sociology**: NUI Maynooth

Research Project: 25,000 word independent research project on the identity construction of young Catholics which included conducting 15 qualitative interviews

2002-2005 **B.A. Anthropology and Sociology:** NUI Maynooth

 2nd Class Honours Grade 1

**Work Experience**

September 2011-

Present **Legal Executive: Ivor Fitzpatrick & Co. Debt Recovery Dept.**

 **November 2013-Present: High Court Litigation on behalf of Danske Bank**

* Charged with over 400 High Court files with a upper debt value of €15 million with the aim of litigating to secure and enforce judgments and to recover as much debt as possible
* Negotiating with defendant solicitors with regard to settlements and adjournments
* Handling plenary cases on behalf of the bank where the bank is the defendant or plaintiff
* Maintaining a positive and friendly client relationship to ensure instructions are received and that the bank is fully appraised of any developments.
* Drafting grounding affidavits and motions
* Drafting Affidavits of debt and compiling judgment sets
* Drafting High Court Substitute Service Applications
* Reviewing loan documentation with a view to advising the client of their legal position
* Researching appropriate legislation and case law with regard to upcoming cases
* Liaising with the appointed receivers with regard to secured debt and the sale of collateral
* Providing counsel with daily instructions regarding cases

**September 2012 to November 2013: Managing Circuit and District Court Debt files on behalf of Bank of Ireland**

* Responsible for over 1000 Circuit and District Court debt recovery cases.
* Made first contact phone calls to defendants with credit card, personal and business loan debt
* Ensured debtors abide by payment arrangements through contact via phone and letters
* Prioritised which cases needed immediate attention
* Utilised legal debt recovery process to secure the bank’s interest from the service of proceedings to enforcement of a judgment
* Maintained positive relationship with the client when seeking instructions and advising them of results and procedures.
* Worked to and met specified targets
* Drafting affidavits for substitute service and affidavits of debt

**September 2011 to September 2012: Mortgage Arrears/ Repossessions & Circuit Court and High Court Defended Cases Unit**

* Worked in support of solicitors charged with seeking orders for possession of mortgaged properties and seeking judgments in the High and Circuit Court.
* Drafted and settled affidavits, execution orders and motions
* Instructed and attended daily on counsel in Court
* Instructed solicitor agents acting on the firm’s behalf in the provincial circuits
* Liaised with clients in seeking updated instructions and advising of hearing outcomes and potential courses of legal action
* Attended before the Dublin County Registrar in order to move motions and make applications
* Maintained in house Court Diary

June 2010 to

September 2010 **Credit Controller: Tirim Holdings Ltd.**

Company of window film and roofing contractors

* Examined company accounts to ascertain outstanding debts and to identify problem accounts
* Prioritised accounts most in need of urgent attention
* Made phone calls with a view to collect
* Kept accurate record of all communication with customers
* Liaised with company solicitor with regard to legal action over outstanding accounts

August 2009 to

June 2010 **Clerical Officer: Courts Service, Office of Wards of Court**

* Provided first point of contact between members of the public, legal professionals and office (phone, email and office counter)
* Assessed and prioritised customer queries regarding ward of court and enduring power of attorney procedures and ensured that all were answered in a timely and professional manner
* Prepared and typed weekly court notes for use in court
* Processed ward of court orders to be signed by the President of the High Court
* Advised Solicitors in the preparation of ward of court and enduring power of attorney documentation

**IT Skills**

* Proficient with Microsoft Office/Outlook and Solcase case management system. Completed training course on Lotus Notes while working in the wards of court office.

**Achievements**

* Captained Leixlip Under 21 Hurling Team 2005
* Held the position of NUI Maynooth Hurling Club Secretary 2004/05
* Awarded GAA sports scholarship sponsored by MBNA 2005
* Represented Kildare at Under 16, Under 18 and Under 21 level

**Interests**

* **Politics and Current Affairs:** Intensely interested in keeping up to date with all political developments and current affairs.
* **Reading:** Reader of all genres but particularly enjoy reading daily newspapers.
* **Sport:** Avid follower of all sports, particularly Gaelic games
* **Travelling:** Enjoy travelling and experiencing new cultures. Spent one year travelling across South East Asia, Australia, New Zealand and South America between December 2007 and December 2008.