Keith McGrath

30 Newlands Manor Park,

Clondalkin, Dublin 22

Ireland

Phone Number - 0861234982

Email Address - keithmacgrath@gmail.com

EDUCATION

Present **Irish Tax Institute**

Irish Tax Advisor Qualification

During Covid 19, I enrolled in the CTA course to obtain the professional qualification of an Irish Tax Advisor.

‘17 – ‘19 **Maynooth University**LLM in International Business Law, Level 9 (Second-Class Honours)

During my time here I studied a variety of topics such as Information privacy and Technology law, World Trade law, Foreign Investment Law and Islamic Financial Law. My dissertation discussed the effects of GDPR Law in the UK post Brexit.

’11 – ’14 **Griffith College Dublin**LLB (Hons) in Law, Level 8 Bachelor’s Degree

I studied a wide range of topics during my undergraduate such as Tort Law, Contract Law, Constitutional Law, Media Law, Information Privacy Law, Jurisprudence, EU Law, Law of Evidence, Criminal Law, Criminology, Land Law, Company Law, Administrative Law, Equity and Trusts and Employment Law.

During my undergraduate I was a member of the GCD Moot Team, The FLAC team, the innocence Project. I also achieved second place in the DCU Moot competition 2011 and third place in the Advocate competition 2012.

’10 – ’11 **Rathmines College of Further Education**Fetac level 5, Business and Legal Studies (Distinction)  
PLC level 6 Course for Business and Legal Studies (Distinction)

’04 – ’10 **Moyle Park College**Leaving Certificate

I obtained 465 points in my leaving certificate and was a prefect in my final year.

EXPERIENCE

**KBC Bank Ireland** Feb ‘20 - May ’20 Disbanded due to Covid19

Banking Paralegal

* Reviewing Mortgage Deeds for accuracy prior to sale
* Preparing long-term sustainable resolutions to land issues
* Flagging cases for discussion to senior management along with own recommendations
* Instructing external Solicitor firms to issue repossession proceedings in respect of the recovery of property/debt on foot of facility letters

**Start Mortgages** Feb ‘19 – Dec ‘19

Litigation Legal Executive - Affidavit Team

* Contacting arrears customers to discuss possible long-term sustainable resolutions to their mortgage arrears situation
* Explaining to borrowers the importance of prioritizing the mortgage and urging them to restructure secondary debt(s)
* Managing a log of cases to ensure the borrower is aware of the most appropriate solution
* Reviewing all options with customers as per the Financial Regulator's Code of Conduct on Mortgage Arrears
* Flagging cases for discussion to senior management along with own recommendations;
* Discussing disposal of the security with customers where the mortgage is not sustainable;
* Developing strong relationships with third parties, including solicitors and customers, debt mediators e.g: MABS, Personal Insolvency Practitioners (PIPs)
* Dealing efficiently with incoming calls, correspondence and emails
* Reviewing cases and liaising with external Solicitor firms to determine next course of action
* Instructing external Solicitor firms to issue repossession proceedings in respect of the recovery of property/debt on foot of facility letters
* Obtaining and enforcing summary proceedings
* Reviewing grounding/debt affidavits for accuracy prior to swearing
* Providing Court instructions to a panel of external solicitor firms in respect of cases in the litigation process

**Belgard Solicitors** Feb ’16 – Jan ’19

Debt Recovery Legal Executive

* Maintaining excellent relationships with third parties, including solicitors and customers, debt mediators e.g: MABS, Personal Insolvency Practitioners (PIPs);
* Dealing efficiently with Client instructions;
* Reviewing cases and liaising with external solicitor firms to determine the next course of action on a case in the legal process;
* Drafting grounding/debt affidavits for accuracy prior to swearing
* Drafting Claims Notices and organizing serving

**Hayes Solicitors** Sep ’15 - Dec ‘15

Healthcare Legal Intern

* Drafting notices and letters for medical experts, Inter parties and Council
* Attending consultations
* Preparing briefs and court filings
* Reviewing the Legal Evolve case management system
* Other ad hoc tasks (post rota, medical and IT research)

**Medical Negligence Unit / Legal Aid Board** Oct ’14 - Sep ‘15  
**Criminal Legal Aid**

Legal Executive

* Report writing and research
* Preparing discovery and filing court documents for Barristers
* Inputting documents on the case management system
* Attending consultations
* Attending Court Proceedings
* Liaising with clients
* Contacting and consulting with Experts
* Initiating legal proceedings in the high court

**O'Brien Ronayne Solicitors** Feb ’12 – May ‘12

Legal Intern

Handling all office duties to include: streamlining filing systems, preparing legal briefs & documentation for barristers, bank lodgements, and reception duties.

**ESB International** Feb ‘11 – Aug ‘11

Work placement

Managing team administration duties for high voltage stations team, creating MicroStation/ AutoCAD drawings, technical report writing, preparing weekly reports and presentations.

FURTHER EXPERIENCE

Aviva Stadium Summer ’10 – ‘15

Steward/Security

Dunnes Stores Sep 2011 - May 2014

Floor Staff

Green Isle Hotel Summer ‘13  
Bar staff  
  
McCurrach Summer ’12   
Merchandiser

ACADEMIC ACHIEVEMENTS

* Executing my thesis on the effects Brexit will have on GDPR Law
* Griffith College Representative at Trinity Debate 2013 (3rd place award)
* Griffith College Dublin Moot team Leader at DCU Moot competition 2012 (2nd place award)
* FLAC Essay Award 2012
* Griffith College Dublin the Advocate team leader 2011 (Succeeded to 3rd round)

HOBBIES & INTERESTS

* Altitude Running
* Scuba diving
* Surfing
* Guitarist
* Rock Climbing
* Brazilian Jiu Jitsu