



# KIARA FORD

LAW GRADUATE FROM MAYNOOTH UNIVERSITY  
AND FEI CANDIDATE

## WORK EXPERIENCE

### **Legal Secretary for the Construction and Projects Team** ByrneWallace (December 2019 to present)

- I currently work as a secretary who supports a busy team of six fee earners, which consists of two partners, one senior associate and two solicitors, who are part of the Construction and Projects team in ByrneWallace. We deal with both contentious and non-contentious issues which involves a lot of dispute resolution cases as well as High Court cases.
- I help the team in regards of drafting letters and helping to amend and draft contracts, invoicing each month, filing, taking calls, organising meetings and so on.
- I also help other solicitors on our department floor who are on the Property team when I can which gives me a further and broader knowledge of both property and construction law.

### **Legal Administrator for the Treasury Legal Services Team**

Allied Irish Banks, p.l.c. (AIB) (December 2017 - August 2019)

- Worked as part of a busy in house legal team in the bank under the Head of the department.
- Managed the day to day functioning of my manager's calendar and schedule and any other personal assistant (PA) duties involved for the Head of the legal team.
- Efficiently helped the rest of the legal team with both legal and administrative tasks eg. filing, legal research, and answering phones.
- Liaised with other business colleagues in both the Treasury department, other departments within the bank and external law firms/other contacts.
- Processed invoices daily and kept a track of legal expenses for the team for the year.
- Assisted members of the team to execute agreements for various wholesale and customer transactions within Treasury.

### **Legal Assistant**

Kenny Boyd and Company Solicitors (October 2017- December 2017)

- Took daily phone calls and dealt with various issues arising for each case and the clients.
- Performed administrative tasks such as filing, writing letters and emails, scanning, faxing, photocopying, etc.
- Assisted the Principal by filling out various legal documentation for probate applications or property transactions.
- Made contact daily with other solicitors/real estate agents involved in the cases to gain information and/or inform them of our position.
- Attended the probate office bi-weekly/monthly to submit applications of various probate work that I helped complete with oversight of the Principal.
- Visited the District and Circuit Family Court Services Law Office in relation to various matters bi-weekly/monthly.

## OTHER EXPERIENCE

### **Bartender & Waitress**

Knightsbrook Hotel and Golf Resort (March 2014 to December 2017)

- Dealt with customers on a daily basis and meeting their needs with the best possible service for either their food/drink orders.

## EDUCATION

### **Bachelor of Laws (LLB) at Maynooth University (2012 to 2016)**

- Received a 2nd Class Honours Grade 1 (2:1) and completed a Thesis with a grade of 68% on sleepwalking and crime.
- Member of FLAC Society and attended additional lectures on Employment Law, Landlord and Tenant Law, Family Law and Insolvency Law.

## PERSONAL PROFILE

- I am a determined and hardworking legal support professional with a 'can-do' attitude and friendly demeanour.
- I have vast experience working both in house and in private practice within the areas of financial services, probate, family, property and construction law.
- Currently seeking a trainee solicitor role to further improve my legal knowledge and in the future become a solicitor.

## CONTACT DETAILS

- Mobile: 0852430230
- kiaraford94@hotmail.com
- Whitehall, Athboy Road, Trim, Co. Meath, IRELAND.
- References available on request.

## MY SKILLS & ABILITIES

- Effectively communicate and manage well in high pressurised situations
- Very strong attention to detail
- Ability to work off my own initiative
- Great ability to work well and productively as part of a team

## INTERESTS & HOBBIES

- I enjoy attending the gym and also enjoy boxing. I practiced martial arts for 6 years.
- I have an interest in travelling and have been to many countries and continents including Europe, Australia, New Zealand, China, Thailand and United States of America.