



# KIARA FORD

LAW GRADUATE FROM MAYNOOTH UNIVERSITY  
AND FEI CANDIDATE

## WORK EXPERIENCE

**Legal Secretary for the Infrastructure, Construction and Energy Team**  
ByrneWallace LLP (December 2019 to present)

- I currently work as a secretary who supports a busy team, which consists of partners, senior associates and solicitors. We deal with both contentious and non-contentious issues.
- I help the team in regards of drafting letters and helping to amend, draft and compare various types of 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.