**Laura McGrath**

Carrickleck, Nobber, Co. Meath A82 Y642

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**Profile:**

I am an extremely hardworking and ambitious multilingual law graduate with a strong desire to succeed. I have gained invaluable experience in the areas of EU law, financial asset management, residential conveyancing and litigation both in the public and private sector.

**Education:**

**2010-2014**  **Trinity College Dublin**

 Bachelor of Law and French - LL.B (ling.franc.)

**2012-2013** **Université de Montesquieu Bordeaux IV** (Erasmus)

 Diplôme d'Études Supérieures en Droit - (Diploma of Advanced Studies in Law)

 **2004-2010** **Eureka Secondary School, Kells, Co. Meath**

Leaving Certificate

**Work Experience:**

**Legal Administrator September 2016 - Present**

Pepper Asset Servicing

Two Park Place, Hatch Street, Dublin 2

* Worked in the company’s legal department, specifically in the area of financial asset management;
* Instructing solicitor practices regarding the provision of security and title reviews prior to enforcement proceedings;
* Requesting title and security documents from storage and preparing detailed ATR schedules for each asset, which included: liaising with solicitors firms and arranging for deeds to be reviewed, collected and sent on ATR; as well as acting as a point of contact between firms and portfolio managers on various issues and queries;
* Maintaining and updating detailed spreadsheets tracking the location and details of all security and title documents held and the status of each review instruction;
* Responsibility for the preparation, drafting and issuing of demands and deeds of appointment on individual connections where enforcement proceedings are pursued by the company.

 **Lawyer Linguist March 2016 - August 2016**

European Parliament -Directorate for Legislative Acts (DLA)

 Rue Wiertz, 1047 Brussels, Belgium

* Recipient of the Robert Schuman Scholarship for University Graduates.
* Assisting in the legal and linguistic drafting and revision of EU legislation adopted under the ordinary legislative procedure for publication in the Official Journal of the EU: contributing to the drafting and revision of legal texts, proofreading agreed political texts and revising plenary amendments.
* Participating and providing drafting advice in Committee meetings, DLA collations, shadows’ meetings, trilogues and national expert meetings at an intergovernmental level (representatives of 28 member states present + European Commission + European Parliament + Council of the EU).
* Participating in taking the plenary vote, distributing the results of the vote to colleagues and helping to prepare and edit the legislative texts adopted in plenary for publication in the Official Journal.
* Participating in DG PRES’ trainees’ workshop, giving a presentation on the legal linguistic involvement in all stages of the Data Protection Legislation, an early second reading agreement, which I had participated in the legal linguistic finalisation.
* Completion of DLA internal training modules: Parliament’s Rules of Procedure, Finalisation Procedure of Legislative Texts, Corrigenda (Amendments of Legislative Texts once they have already been agreed at a political level), Plenary and Legislative Texts Adopted.
* Member of the European Parliament Case Law Research Group. My role was to update the group’s research on case-law of the EU Court of Justice (for years 2013 to 2016) which may have an impact on the day to day work of the lawyer linguists. I drafted synopsis based on my findings and presented the latest developments to colleagues at a monthly team meeting.
* During my time at the European Parliament, I gained invaluable knowledge and insight into the European Institutions, the European Union's policies, EU law and the ordinary legislative procedure.

**Freelance Legal Translator July 2015 - Present**

Lawlinguists

Alessandro Volta 13, 20121 Milan, Italy

* I translate legal texts drafted in French into English.
* My work includes: court judgments, contracts and translation of Directive 2014/40/EU of the European Parliament and of the Council of 3 April 2014 on the approximation of the laws, regulations and administrative provisions of the Member States concerning the manufacture, presentation and sale of tobacco and related products and repealing Directive 2001/37/EC.
* Clients include: International law firms (Allen & Ovary) Multinational Corporations (Sony) and Légifrance which is the official website of the French government for the publication of legislation, regulations, and legal information.
* reading through original legislation and rewriting it in the target language, ensuring that the meaning of the source text is retained.
* using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
* researching legal and technical phraseology to find the correct intended translation;
* liaising with clients to discuss any unclear points;
* proofreading and editing final translated versions;
* providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
* using the internet and email as research tools throughout the translation process;
* working on my own initiative and prioritising work to meet deadlines;
* consulting with experts in specialist areas;
* retaining and developing knowledge on specialist areas of translation;

**Conveyancing Paralegal October 2015 – February 2016**

LawPlus Solicitors

Carlisle House, Adelaide Road, Bray, Co. Wicklow

* I was predominantly in charge of the residential conveyancing department and worked under the supervision and instruction of managing partner Clifford Sullivan. My duties comprised of the following:
* Reviewing title deeds and drafting contracts for sale.
* Investigating title for good marketable title which included raising pre-contract enquiries, liaising with Local Authorities, Management Companies and financial institutions.
* Reviewing contracts received from the Vendor’s solicitor, inserting special conditions where necessary, notifying the financial institution where there is a mortgage in place and clients where a certain condition or clause inserted may affect their title.
* Preparing and lodging applications for registration in the Property Registration Authority and replying to queries regarding same.
* Responsible for the drafting of all legal documentation – Deed of Transfer, Statutory Declarations, Contracts, replies to Objections and Requisitions on Title etc.
* Liaising with financial institutions where there is a mortgage in place - regarding facility letters, updates on drawdown of funds, undertakings, scheduling of title & security deeds, updates on registration, stage payment requests, deeds of discharge & assignment, deeds of confirmation of mortgage, redemption figures etc.
* Client focused role – providing updates to clients regarding the sale or purchase of their residential property and arranging consultations for the signing of official documentation.

**Legal Intern May 2014 - September 2015**

Canning & Co. Solicitors

3 The Bookend, Essex Quay, Dublin 8

* I worked on a pro bono basis in order to gain legal experience after I completed my studies at Trinity College Dublin.
* Canning & Co. Solicitors is a sole practitioner and I worked in the dual capacity as a Legal Executive and Legal Secretary.
* I gained invaluable experience in the areas of Residential Conveyancing, Litigation, Family Law, Criminal Law, Employment Law and Personal Injury Law.
* My principal duties were as follows:
* Secretarial and Administrative duties: faxing, electronic and hardcopy filing, photocopying, drafting correspondence, management of diary, instructing counsel, preparing briefs, telephone duties and liaising with clients.
* Legal Executive: Assisting in the drafting and editing of legal documents and templates, scheduling of title deeds, court appearances, client consultations etc.

 **Skills:**

* Languages: fluent in French and German.
* Competent user of keyhouse, expd8 and proclaim case management systems.
* Advanced user of all Microsoft Office packages: Outlook, Word, Excel and PowerPoint.

**Positions of Responsibility and Hobbies:**

* Languages, tennis, pilates, volunteer at local retirement home.
* Member of the European Parliament’s EU Case Law Research Group.
* Law and French Class Representative at Trinity College Dublin.
* Student Union Council Representative at Trinity College Dublin.
* Member of Trinity College, Dublin, Faculty of Law, Undergraduate Studies Committee.

**Dissertations:**

*'Pour dire que le droit civil est une loi des codes et la common law est un droit des affaires soit erroné - la réalité est beaucoup plus compliquée'.*

Final year comparative dissertation, composed in French, which examines and analyses the differences and similarities between common and civil law jurisdictions.

**Referees**

Mr. Jim Peters Ms. Ellen Robson

Secondee at Pepper and Director for Legislative Acts at the European Parliament

Solicitor at Byrne Wallace ellen.robson@europarl.europa.eu

jpeters@peppergroup.ie

Dr. Niamh Connolly

Personal Tutor and Law Professor at Trinity College Dublin

niamh.connolly@tcd.ie