

Laura O'Farrell

Apartment 2, 32 Charleston Road,
Ranelagh, Dublin 6

Phone: (085) 135 6857 Email: ofarrell.laura@gmail.com

Profile

I am an ambitious and focused candidate with nearly 3 years international legal experience.

Work Experience

Paralegal at National Asset Management Agency (NAMA), Treasury Building, Grand Canal Street, Dublin 2 February 2015 – Present

Release of Security

- Issuing terms of release and agreement to furnish release letters to facilitate sales;
- Reviewing and amending releases over unregistered/registered security;
- Conducting searches on the Land Registry and reviewing Due Diligence and security reports;
- Ensuring all commercial and legal conditions of sale complied with;
- Arranging execution and sealing releases and furnishing to vendor solicitors; and
- Dealing with historic release requests and more complex loan sale release procedures.

Procurement

- Managing the tender process to ensure compliance with procurement policies;
- Conducting conflict checks and liaising with legal panel firms;
- Drafting minutes of evaluation meetings;
- Drafting contracts of appointments and budget approvals; and
- Issuing result letters to tendering firms.

Paralegal at Thynne & Macartney, Level 27, 12 Creek Street, Brisbane, Australia February 2012 – August 2014

Mortgagee Sales

- Responsible for mortgagee sales on behalf of our client's ANZ Banking Group Limited, RHG Mortgage Corporation, St George and Bendigo Bank;
- Conducting property searches and considering any encumbrances on title;
- Assessing if Goods and Services Tax was applicable to the sale;
- Drafting contracts for sale and client's special conditions;
- Arranging execution of transfer documents under power of attorney; and
- Calculating settlement statement and distributing any surplus funds.

Due Diligence Reviews

- Conducting due diligence reviews over management and letting agreements before security taken by our client, National Australia Bank;
- Reviewing borrower's entity and borrowing capacity;
- Calculating any possible risk; and
- Drafting our recommendations to be approved by the supervising partner.

Legal Administrator at Aylmer Solicitors, Athy Road, Carlow May 2011 – September 2011

- Attending to payment of stamp duty, making applications to the Land Registry and drafting probate applications;
- Drafting debt collection correspondence to debtors and assisting with applications to court; and
- General administrative duties including archiving, updating client accounts, arranging for stamping court documents, dictaphone typing and diary management.

Voluntary Work

- Member of the National Treasury Management Agency (NTMA) Volunteer Committee and coordinator for St Michael's House
- Volunteer with IVHQ and the Cambodian Volunteer Fund for the Missionaries of Charity Orphanage (October/November 2014)

Other Work Experience

- Sales Assistant - Sam McCauleys Pharmacy
- Office Administrator - DNG McCormack Properties
- Waitress – Pit and Pub, Maryland
- Hostess – O'Briens Riverwalk Café, Chicago

Additional Information

- CPD points for 2016 (24 General / 6 Management & Professional Development)
- Proficient in Microsoft Excel and Word
- Certificate in Teaching English as a Foreign Language

Personal Interests

I love to keep active by running, hiking, participating in tag rugby and yoga classes. I assist the NTMA Sports & Social Committee organising weekly 'Insanity' training and Circuit classes. I completed two half triathlons in the 2013 and 2014 Brisbane Corporate Games in Australia.

I have travelled all over the world and also enjoy cooking, reading and spending time with my family.

Education & Qualifications

October 2016	Fe1 Examinations, 8 completed, 2 pending results Law Society of Ireland
April 2016	Property Transactions Master Class Law Society of Ireland
September 2009 – May 2010	Bachelor of Laws (LL.B), 2.1 Honours National University of Ireland, Galway
September 2006 – May 2009	Bachelor of Arts (BA) Legal Science & Economics, 2.1 Honours National University of Ireland, Galway
September 2000 – June 2006	Leaving Certificate Presentation College Carlow

References

Aideen O'Reilly, Head of Legal, NAMA
Contact details available on request

Cathal de Barra, Senior Divisional Solicitor, NAMA
Contact details available on request