**Laura Territt**

**70 Maelduin,**

**Dunshaughlin,**

**Co. Meath**

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**Education**

**2019 -2020** I have passed six FE1s to date (Entrance Exams to the Law Society of Ireland)

**2015 – 2018** Dublin City University: BCL- Law and Society (2nd Class Honours, Grade 1)

**2009 – 2015** Dunshaughlin Community College (Leaving Certificate Points : 445**)**

**Work Experience**

**ByrneWallace (October 2019 – February 2020)**

* Position held: Paralegal (Property Department)
* Assisting Fee Earners in daily legal and administrative tasks;
* Preparation of Documents/ Statutory Declarations;
* Liaising with various third parties; banks, clients, Solicitors;
* Post Completion duties – stamp duty returns, registrations;
* Attending to meetings with third parties in relation to collecting and/or delivering of Title Deeds, Signing of Contracts, etc.;
* Updating and uploading to File Management Systems.

**Gibson and Associates Solicitors (September 2018 – September 2019)**

* Position held: Legal Intern
* Assisting the Property Team in day to day legal and administrative tasks;
* Preparation of Legal Documents;
* Day to day running of Conveyance transactions;
* Liaising with Banks, Clients and Solicitors;
* Post Completion duties – stamp duty returns, registrations;
* Attending the Probate and Ward of Court Offices;
* Invoicing/ Opening and Closing Files.

**O’Brien’s Wines and Off- Licence (July 2017 – June 2018)**

* Position held: Sales Assistant
* Customer recommendations and advice;
* Sales and Refunds;
* Attending to customer queries and complaints both in store and over the phone;
* Cash Handling.

**Bannon Solicitors (July 2017 – April 2018)**

* Position held: Holiday Cover Receptionist
* General day-to-day office duties;
* Attending to phone calls/ e-mails/ post/ photocopying/ booking appointments.

**New Look Ashbourne (March 2016 – July 2017)**

* Position held: Sales Assistant
* Sales and refunds;
* Dealing with customer queries and complaints both in store and over the phone;
* Cash Handling;
* Advising and assisting customers.

**Dunnes Stores Blanchardstown (October 2015 – January 2016)**

* Position held: Customer Service Assistant
* Sales and Refunds;
* Dealing with customer complaints and queries in store and over the phone;
* Cash handling;
* Distribution and Collection of till floats;
* First point of communication for customers needing additional help within the store or by phone

**Achievements**

* Maintaining a 2:1 average each academic year, resulting in an overall degree grade of Second Class Honours, Grade 1;
* Participation in and Instruction of Chinese Kick Boxing Classes resulting in the achievement of a Black Belt Grade;
* Participation in a number of Free Legal Advice Clinics in Dublin City University alongside a number of Barristers and Solicitors;
* Receiving a Certificate of Outstanding Participation in Dublin City University FLAC Committee for 2 consecutive years.

**References**

**Ronan Egan**

* Partner – Property Department
* ByrneWallace
* [regan@byrnewallace.com](mailto:regan@byrnewallace.com)
* +353 1 691 5670

**Colin Morris**

* Consultant Solicitor
* 00 44 28 7464 066239

Colin Morris was the Head of the Property Department while I was a Legal Intern in Gibson and Associates.