



# Lauren Dolan

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## Experience

### **April 2021–Present**

Legal Executive, Securities • Finance Ireland, *Dublin*

- Manage all mortgage securities for the residential department, reviewing title deed documentation, ensuring completeness and accuracy of same in conjunction with panel solicitors.
- Following up with borrowers' solicitors in relation to releasing undertaking, resolving any general queries/ issues that arise within the documents and actioning Accountable Trust Receipts within the required time frame.
- Report weekly to the Head of Lending Operations with progress updates.

### **September 2020-February 2021**

Legal Executive, Securities • Bank of Ireland, *Dublin*

- Providing legal support to the Securities Department, reviewing and scheduling title deeds, processing ATR's and vacates and ensuring correct procedures are followed.

### **October 2019 – March 2020**

Paralegal, Litigation • Knight Lawyers (now trading under Bartier Perry), *Sydney*

- Specialising in commercial litigation in the building and construction industry, primarily with dispute resolution matters arising from breach of contracts and cost-plus contracts between parties.
- Responsible for the drafting and submitting of Adjudication Applications, drafting Affidavits, reviewing building contracts, lodging court documents, and attending court with the managing partner of the firm.



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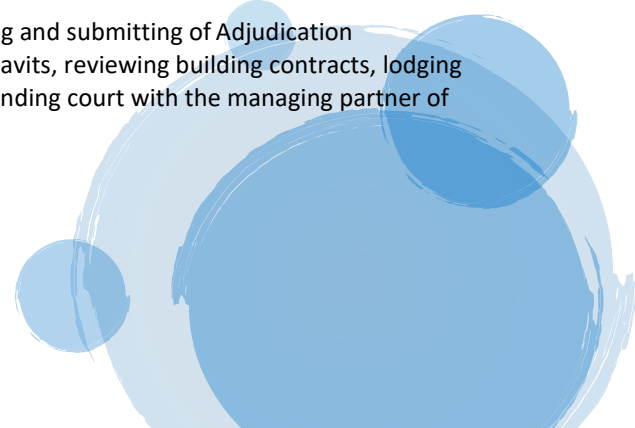
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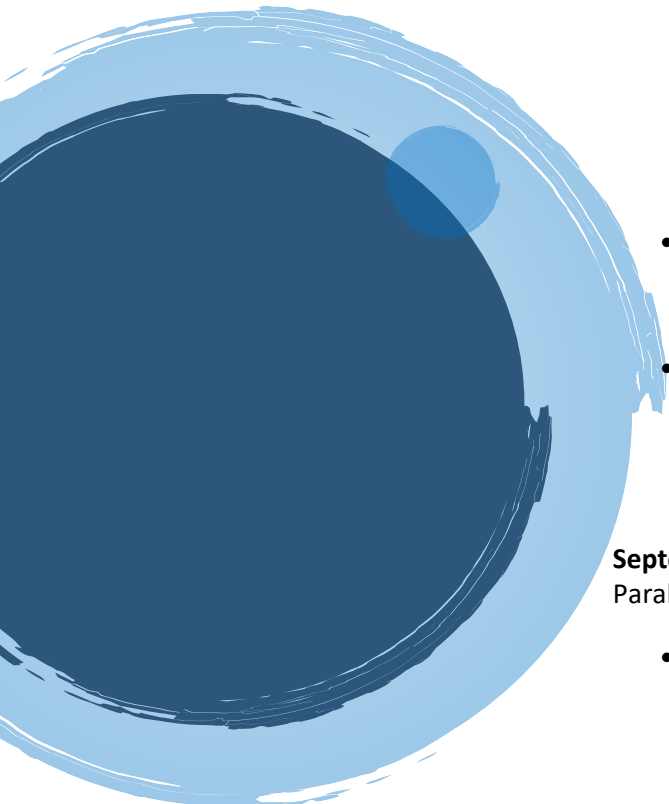


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- Organising and attending mediation meetings between our clients, the opposing parties and their solicitors to handle conflict and work through complex issues to reach compromised agreements.
- integral role in the delivery of legal services through legal research, drafting correspondence, drafting pleadings and legal documents, while also managing all general administration.

### **September 2019**

Paralegal, E-Discovery • Gilbert + Tobin, *Sydney*

- Working for a client in the electricity supply industry, using the relativity platform for document review complying with the relevant pre-determined production order.

### **April 2019 – August 2019**

Litigation Executive • Start Mortgages DAC, *Dublin*

- Focusing on debt collection and asset recovery while managing up to 150 cases, all at varying stages of repossession proceedings from pre to post court. Leading the Affidavit team, ensuring all legal documents were drafted and prepared in a timely manner for upcoming hearings.
- Evaluating cases in compliance with CCMA and MARP procedures before issuing proceedings.

### **December 2018 – April 2019**

Paralegal, Litigation • Arthur Cox, *Dublin*

- Supporting the Litigation Department primarily in e-discovery, using ringtail and relativity platforms along with providing any ad hoc tasks to various associates in different departments.
- Continuously ensuring strict deadlines were adhered to, documents were reviewed to the highest standards and compliance with the relevant, pre-determined production order whilst maintaining the highest level of privilege and confidentiality over the documents and their subject matter.





## Education

2020-2021	<b>Law Society of Ireland, FE-1</b> 6 out of 8 completed
2017-2018	<b>National University of Ireland, Galway</b> Master's in Public Law & Criminal Justice (LL.M) - 2.1 (68%)
2014-2017	<b>Dublin City University, Dublin</b> Bachelor of Arts in Economics, Politics & Law (EPL) – 2.1 (60%)
2012-2014	<b>National University of Ireland, Galway</b> Bachelor of Corporate Law (B Corp)
2007-2012	<b>Salerno Secondary School, Galway</b> Leaving Cert, CAO points: 400

## Skills

### **1. Written and verbal communication skills**

Strong interpersonal skills through involvement with DCU's accounting and Finance Society where it was necessary to communicate with prospective speakers and organise events. Having worked in client facing roles, attending meetings and frequent telephone correspondence has strengthened these skills greatly.

### **2. Team work and Leadership**

Involvement in team sports from a young age, playing hockey at school, club, university and interprovincial level has provided the skills necessary to work as part of a team and take lead when necessary, which has resulted in opportunities as Team Lead in previous roles. Currently involved with Tag rugby and Hockey.

### **3. Problem Solving and Research**

Engaging in mediation and client meetings through the litigation process has provided skills in finding alternative pathways to litigation and in assessing the strategic side behind any given commercial dispute.

## References

Available on request.

