

Lilla Buru

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EDUCATION

Secondary Education

- North View High School – Atlanta, GA, USA – SAT: 1480
- College Saint Michel – Brussels, Belgium – Baccalaureate: B+ (B Equivalent)
- Patrona Hungariae Gymnasium – Budapest, Hungary – Baccalaureate: 5 (A Equivalent)

University College Cork – Bachelor of Civil Law (International) 2013 – 2017

- My choices of modules throughout these three years were tailored towards my interest in financial services, corporate law and taxation.
- I undertook the study of areas such as Financial Services Law and Regulation (1h1), Commercial law (2h1), Banking Law (2h1), and Revenue Law (2h1).

Saint Louis University School of Law – St Louis, Missouri, USA 2015 – 2016

- During the year, my academic focus was tailored towards federal taxation law, international trade and business law, as well as IP in a global context.
- I also completed a study and observation paper in legal anthropology entitled *The Presentation of Self and Organisation of Subjective Experience Through a Legal and Dramaturgical Lens*.

Final QCA: 2H1 – Second Class Honours

EMPLOYMENT

Byrne Wallace Solicitors - *Paralegal* May 2019 - Present

- As a paralegal in Ireland's leading property department, I support associates and partners with property litigation, construction and general conveyancing and property matters.
- With a focus on property litigation and construction, my duties include the drafting of construction documents - such as building contracts, appointments and collateral warranties - and preparing and collating briefs to external counsel for litigation, adjudication or conciliation. Further, I am in charge of the management of a complex property acquisition portfolio for Dublin City Council, comprising of the acquisition of more than 100 properties. This involves direct communication with the client, as well as taking ownership of a complex caseload of high volume, managing trackers and ensuring associates meet relevant deadlines.
- As part of a supportive and professional team, my role allows for unprecedented learning opportunities such drafting contract documents under the supervision of a partner.

Arthur Cox – *Paralegal* | February 2019 – April 2019

- As a paralegal on the Legal Technology and Innovation Services team, I assisted partners and associates in the Litigation and Property departments.
- With a thorough understanding of reviewing and analysing title and survey documents, my duties included preparing and filing legal documents, certificates, spreadsheets and forms. I prepared and checked closing checklists and transactional documentation in property transactions and assisted with registration and administrative tasks in the context of loan portfolio sales.

Niall Colgan & Co Solicitors – *Paralegal* | April 2018 – October 2018 Cork, Ireland

- As a paralegal at the firm, my main areas of focus were employment, immigration and refugee law, as well as conveyancing.
- I conducted extensive legal research in these areas and assisted on judicial review cases. I also assisted in the drafting of all policies and procedures in order to ensure compliance with the General Data Protection Regulation from start to finish, including ensuring their online accessibility. Additionally, I performed secretarial tasks such as client billing, drafting of narratives, filing and the editing and formatting of legal documents.

BHK Solicitors – *Paralegal* | August 2017 – January 2018 Cork, Ireland

- As a paralegal, my main areas of focus were commercial litigation and conveyancing
- My duties included playing a seminal role in the discovery process for high profile cases in concert with practicing barristers. I also assisted with secretarial tasks, such as scheduling meetings, organising records, and the preparation and conclusion of property transaction in preparing Books of Titles.

Heineken Ireland – *Legal Intern* | June 2016 – September 2016 Cork, Ireland

- As a legal intern, my main areas of focus were company law, contractual drafting, international trade law and IP & data protection.
- I assisted with company secretarial tasks, including converting Heineken Group company memoranda and articles of association to company constitutions according to the Companies Act 2014. I also drafted a wide variety of contracts

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including supplier, sponsorship and trading agreements and rebate advances, and I worked in close proximity with the HR department on the development and drafting of company policies. I liaised with external counsel on a wide variety of legal issues including both domestic and EU Food Safety & Beverage Labelling regulations, and I attended several conferences in the name of the company on numerous current legal issues, including Brexit.

Saint Louis University Legal Clinics – Legal Intern | August 2015 – May 2016

St Louis, MO, USA

- As a legal intern, I undertook 2 rotations: In Civil Advocacy and Appellate Procedure Dept, I focused on employment law, fraud and bankruptcy law. In the Entrepreneurship and IP Dept., I focused on IP law, incorporation, and federal tax law in the context of Asset Forfeiture and eminent domain.
- My duties included managing a high volume of cases from start to finish; including interviewing clients for intake, drafting legal documents and advising on tax-efficient settlement packages as part of a team. I liaised with clients and solicitors on both litigious and advisory matters. I carried out Trademark, Copyright and other IP registrations. I also provided legal assistance in the formation of LLCs and 501(c)3 tax exempt companies and conducted strategic due diligence investigation.
- Additionally, I served as Special Prosecutor for St Louis County on the Contempt Docket for a wide range of civil cases, and represented clients in Personal Bankruptcy cases in front of court-appointed Trustee and in depositions.

Achievements

- Nominated and shortlisted for the Student Placement Award 2017 at the University College Cork College of Business and Law (2017).
- Nominated for the David Grant Student Attorney Award in Saint Louis University School of Law (2016).
- Author of the French language essay *La Finta Giardiniera: Une Critique Moderne en Petite Culottes*, for the official Gazette of the Theatre Royal de la Monnaie of Brussels (Published in 2010).

Roles of Responsibility

- Articles Editor on the board of Cork Online Law Review (2016-2017) - As Articles editor I read and edited legal Articles, attended weekly board meetings and helped organise events such as Author's Night for the COLR Launch.
- Finance Officer of the UCC Hispanic Society (2014-2015). - This position has taught me fiscal responsibility and cooperation, working in close proximity with the Societies Guild.

Skills

- European Computer Driving Licence – Proficient in Microsoft Suite.
- Working knowledge of legal research systems i.e.: Westlaw, Lexis Nexis and Bloomberg, Practical Law.
- Working knowledge of local and hosted case management software, i.e.: Filesite, Legal Evolve, Relativity and CORT.
- Working knowledge of online property research and rule diligence programs, i.e.: LandDirect, VisionNet, Solocheck.
- Excellent numerical skills and attention to detail.

Languages

English – Fluent (*Native*)

French - *Fluent*

Hungarian – Fluent (*Native*)

Latin – *Certificate of Achievement in Reading and Writing (Purple)*

References

Niall Colgan
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***Additional references for all work experience are available upon request**