**EDUCATION**

**2013- 2014**

Leiden University, Netherlands: LLM (Public International Law) (First Class Honours)

**2007-2010**

University College Cork: BCL (Second Class Honours)

**2001-2007**

St. Aloysius’ College, Co. Cork: Leaving Certificate (535 points)

**WORK EXERIENCE**

**NAMA Legal: Corporate Services Paralegal**

**November 2015 - present**

* Processing security releases: drafting and approving Deeds of Release / Discharge in respect of charges over property and judgment mortgages
* Acting as central point of contact for vendor solicitors for NAMA property sales
* Conducting Land Registry and Registry of Deeds searches
* Liaising internally and with Receivers to ensure there are no ongoing title or litigation issues and all conditions precedent to sale have been complied with
* Established structures to respond to Debtor Data Subject Access Requests and advise the legal department how to ensure legislative compliance
* Ad hocs tasks such as: arranging for swearing, notarisation and apostilling of documents; loan sale / project support work

**Arthur Cox: Banking / Finance Paralegal**

**April 2015 – October 2015**

* Prepared Due Diligence reports for two substantial loan sales:
* Assessed effectiveness of mortgage charging language and assignability of the mortgage, and in the case of investment property, rental income clauses
* Advised on issues with the potential to impact upon security enforceability or timeline: limitations on recourse, personal / joint and several liability, cross default clauses;
* Reviewed when the loan becomes due and/or events triggering enforcement and the powers granted to the receiver under the mortgage
* Completed Companies Office Registrations: C6 and c17 forms
* Conducted CRO searches and reviewed company memoranda and articles of association

**Matheson: Employment Litigation Legal Assistant**

**July 2014 - April 2015**

* Prepared agreements, correspondence and presentations
* Liaised with clients as required
* Assisted in preparation and collation of briefs
* Acted as central point of contact for parties to case

**Bank of Ireland: Securities and Title Review Legal Executive**

**January 2013 - August 2013**

* Drafted security reports relating to facility, guarantee and security (mortgages, guarantees, assignments of life policies) documentation:
* Assessed whether the security reflected facility provisions
* Identified security defects: defective execution, failure to register, whether a valid prior written consent was held in the case of security taken over the family home
* Examined the Bank’s capacity to exercise summary possession power and its power of sale, power to appoint a receiver and power to overreach
* Advising on the potential for security remediation e.g. late filings

**Diarmuid Kelleher & Co.: Court Representative / Town Agent**

**June 2012 – December 2012**

* + - Progressed proceedings through the Circuit and High Court: liaised with court offices, issued witness summons, prepared briefs
    - Briefed and attended Counsel
    - Guided and updated the client throughout the proceedings

**BDMBoylan Solicitors: Commercial Litigation Paralegal**

**October 2011-April 2012**

* Carried out legal research on assigned cases
* Circulated monthly internal memos with my summaries of recent legal changes and relevant cases
* Attending settlement meetings and motion applications
* Other ad hoc tasks e.g. produced transaction bibles, attended client calls and took meeting minutes

**SKILLS**

**Languages:** French, German, Irish, Dutch

**Computer literacy:** ECDL Certified; proficient Microsoft Office user

**ACHIEVEMENTS**

* Climbed Kilimanjaro in aid of the Irish Society for the Prevention of Cruelty to Children
* High Achievers Award for the highest Leaving Certificate points in my final year at school
* Completed the Law Society Property Transactions Master Class
* Competed in the 2014 Dublin marathon
* Captained the NTMA tag rugby team to win the Volkswagon Corporate Summer League Plate