

# Magdalena Jasinska

## Education

### **2011 – 2014 | Law (LLB) | Carlow Institute of Technology**

- Degree completed with an overall 2.1 result;
- Member of the debating and mooting team (ITC Law Society); and
- Chairperson of the ITC Law Society.

## Experience

### **Arthur Cox – Legal Executive in the Legal Tech and Innovation Services Group**

#### **March 2018 – present**

- Supporting fee-earners in the management of a large volume of property, corporate and banking transactions;
- Preparing internal and external client reports in accordance with strict timelines;
- Carrying out due diligence loan sale portfolio title and security reviews;
- Identifying and remediating title and security issues as part of remediation projects;
- Completing all necessary billing and file closure management;
- Proficient in Arthur Cox case management system – iManage and Mimecast;
- Proficient in bespoke due diligence tool – HighQ; and
- Proficient in artificial intelligence technology – Kira.

### **Insomnia Coffee Company – In-House Legal Executive**

#### **October 2017 – March 2018**

- Managing property files including assisting in the management of property acquisitions, final heads of terms, lease and rent review negotiations, coordinating planning filings together with DAC and FSC and liaising with landlords and landlord's agents;
- Involved in the negotiation and drafting of a global concession agreements;
- Managing franchise files including franchise agreement negotiations, drafting and reviewing franchise agreements and NDA's;
- Drafting and reviewing licence agreements, short term letting agreements, deeds of surrender, deeds of renunciation, seating licence agreements and fit out agreements;
- Insurance file management including liaising with insurance brokers on new and existing claims, liaising with claim adjustors in respect of claim inspections and liability;
- Assisting in a financial restructuring of the company;
- Assisting in GDPR internal legal and IT audit; and
- Assisting CFO on company secretarial matters.

### **Pepper Asset Servicing – In-House Paralegal**

#### **March 2016 – March 2018**

#### **Litigation**

- Reviewing, and collating documentation relating to new and existing litigation cases;
- Management of debt recovery, injunction and repossession proceedings;
- Drafting and reviewing pleadings;

- Providing internal risk advice and guidance to the Mortgage Teams; and
- Management of litigation reporting and analysis.

### **Loan & Asset Management, Restructure & Settlement Enforcement**

- Managing the registration of loan sale transfers;
- Managing the completion of property and business sales;
- Managing securities including the rectification of title and security issues;
- Reviewing and drafting settlement agreements and deeds of discharge and release;
- Preparing and coordinating loan redemption figures and certificates; and
- Completing in-house title and security reviews.

### **Compliance, Risk Management & Business Support**

- Reviewing and drafting responses to FSO complaints;
- Reviewing and progressing FOI & Data Protection requests;
- Drafting client servicing agreements, facility letters, and loan facility terms & conditions; and
- Management of KYS & KYC documentation.

### **Hibernian Legal (International) Limited – Legal Executive**

### **Hibernian Law, Solicitors – Legal Executive**

**June 2014 – March 2016**

#### **Conveyancing**

- Carrying out bespoke PRAI, planning, mapping, judgment, bankruptcy & insolvency, sheriff, licensing and CRO searches;
- Carrying out title and mapping investigations in PRAI and the General Valuation Office;
- Managing PRAI registrations including lis pendens, mortgages, judgment mortgages, releases, discharges, conveyances, assignments, and leases;
- Reviewing and drafting legal documents including commercial contracts, contracts for sale, objections and requisitions on title and reports;
- Scheduling title and security deeds; and
- Proficient in case management system - CORTbase and Windows Partner.

#### **Litigation**

- Liaising with court clerks, registrars, barristers, and solicitors;
- Briefing expert witnesses including medical professionals and engineers;
- Preparing, reviewing and filing court documents including affidavits, appearances, notices of motion, summons and subpoenas;
- Briefing and instructing Legal Counsel and attending Counsel at Court hearings;
- Attending Counsel at Court and Master's Court hearings;
- Making court applications on behalf of solicitor/Counsel;
- Reviewing and summarising Court Orders; and
- General case management including preparation for motion hearings and trials.

## **Mason Hayes & Curran – Legal Executive secondment**

### **November 2014 – September 2015**

- Management of large scale due diligence loan sale portfolio process including setting and meeting performance targets within strict timelines;
- Management of project progress reporting including client follow up queries and analysis;
- Completing due diligence title and security reviews; and
- Completing and reviewing verification searches.

### **Skills & Hobbies**

- Proficient in Microsoft Office Suite;
- Fluent in English, German and Polish;
- Bikram and TRX flow yoga; and
- Vegetarian and vegan cooking.

### **Other**

- Dog's Trust Ambassador; and
- Volunteer at FLAC & Citizen Information Centre.

**References available on request**