

Noel McGinty
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Career Objective:

Having successfully attained a high 2:1 in both my Bachelors and Masters degrees, as well as obtaining valuable legal experience in law firms over the past 5 years, I am now focused on qualifying as a solicitor in Ireland and to use my qualification in an area of commercial law.

University Education

2018 - 2019 National University of Ireland (Galway)
LL.M, International and Comparative Business Law - 2:1

2015 - 2018 National University of Ireland (Galway)
Bachelor of Civil Law (BCL) - 2:1

Other Qualifications

FE1 Candidate
Level 1 Swimming Teaching Diploma
CPR Training Certificate
Construction Skills Certification Scheme License

Work Experience

December 2023 - Present

Carey Hughes Solicitors, Commercial Team (Glasgow, Scotland)

Commercial Paralegal. Duties:

- . Drafting legal documents for commercial property transactions (Leases, Variations, Licence for Works Agreements, Deed of Servitudes, Disposition);
- . Email/telephone clients and keep them in the loop on their matter
- . Progress missives;
- . Raise observations with other sides lawyers;
- . Handle settlements;
- . Due Diligence checklists for commercial property transactions

January 2023 - November 2023

McHale & Co. Solicitors, Commercial Team (Manchester, England)

Commercial Paralegal. Duties:

Client Onboarding

- Initial call/meeting with client;
- Draft Client Care letter;
- AML/Biometrics Checks;
- Liaise with estate agent for the Memorandum of Sale;
- Request contract pack from vendors solicitors

Enquiries

- Review title registers, title plans and other title documents (e.g Transfers, Conveyances etc);
- Review searches (e.g Local Search, Environmental Search, Coal mining Search, SIM, Regulated Water and Drainage Search and Chancel Search);
- Raise enquiries on all of the above;
- Raise further enquiries if necessary;
- Order indemnity policies if required.

Completion

- Draft report on title and send to client;
- Draft contract, TR1, Mortgage Deed, Personal Guarantees and Board Minutes for client to sign;
- Draft completion statement and receive completion funds from client ;
- Liaise with vendors solicitor for exchange and completion.

Post-Completion

- Managed post-completion tasks, including Stamp Duty Land Tax (SDLT) and HM Land Registry (HMLR) registrations, as well as Companies House charges.

March 2022 - December 2022

Eirgrid plc, Customer & Connections Team (Dublin, Ireland)

Contract Manager. Duties:

Contract Management

- . Oversee and evaluate electricity contracts for major corporations, including Amazon and Facebook;
- . Ensure that projects align with contractual terms and conditions;
- . Collaborate with project managers, engineers and clients to communicate project progress effectively;
- . Manage Energisation and Longstop dates to meet contractual obligations;
- . Maintain and update a team spreadsheet in preparation of weekly meetings;
- . Accurately record and update a comprehensive database with all contractual amendments and changes.

November 2019 - February 2022

McHale Muldoon Solicitors, Conveyancing Team (Dublin, Ireland)

Paralegal. Duties:

Property Conveyancing

- engage with new clients interested in property transactions, prepare quotations and facilitate the procurement of title deeds from financial institutions and vendors solicitors;
- address client inquiries and keep them informed on the progress of their property transaction;
- communicate and coordinate with other solicitors and financial institutions throughout the conveyancing process;
- draft conveyancing documents (Contracts, Deed of Transfers, Mortgage Deed and Certificate of Title);
- Register property with the Property Registration Authority (PRA) including addressing PRA queries and ensuring legal compliance;
- Ensure title deeds are sent to Lender upon completion of conveyance.

Administrative Work

- organise office files onto Excel spreadsheet accessible to all solicitors in the office;
- update spreadsheet daily and ensure priority matters are positioned at the top for easy access;
- manage the archiving process, transferring completed file to our Archivers;
- store Title Deeds and Wills in office safe and update the accompanying excel sheet to track their location and status;
- lodge legal documents in the courts

Type 2 Applications

- manage and review all type 2 applications for Transporter Licenses
- draft applications and obtain solicitor sign-off
- actively keep clients informed on the progress of their application
- request fees from clients
- create and maintain excel spreadsheet to track and continuously update the status of each type 2 client

June 2019 - August 2019 Clyde & Co. (Edinburgh, Scotland)

Vac Scheme Work Placement. Duties:

- . Shadow pre-trial meetings and take notes in consultations between advocates and expert witness'.
- . Investigate the pursuer's medical records in personal injuries claims, looking for information that could undermine their claim.
- . Provide summary reports of the findings.

May 2018 - August 2018 Bowercross Construction Ltd (London, England)

Chain Boy. Duties:

- Ensure safe conditions for working on site such as watering down dust and hazards are guarded by plastic boarding;
- Operate T-30 Drill.

May 2017 - August 2017 Bowercross Construction Ltd (Bristol, England)

Chain Boy. Duties:

- Provide assistance to site engineers, such as operating site laser to ensure concrete pillars are properly fitted;
- Overlook entry and exit of cement wagons and record the volume of cement being transported in each wagon.

2014 - 2019 Murvagh Golf Club (Donegal, Ireland)

Caddy.

2013 - 2015 Carfin Grotto (Motherwell, Scotland)

Voluntary Groundsmen.

Skills

Communication - Through collaborative team projects during my undergraduate and master's studies, I crafted my ability to work effectively in teams and developed strong communication skills. In my opinion, effective communication is the key to successful teamwork. This skill has proven piv-

otal in my work with both McHale & Co. and Eirgrid, where I have been a part of large teams. Effective communication is not only vital within the team but also when engaging with clients, lenders, and solicitors.

Organisational Proficiency:

My journey through the Business Law master's program and thesis research significantly bolstered my time management and prioritisation skills, two fundamental components of organisational competence. At McHale Muldoon, I took charge of organising all office files, from opening to closing, and managed Type 2 Applications. Excel, a pivotal organisational tool, has been a cornerstone of my efficiency, as I've adeptly utilised it in various roles.

My tenure with Eirgrid underscored the importance of team organisation. I consistently updated team spreadsheets and ensured seamless communication within my team, fostering a cohesive and organised work environment. Moreover, managing an extensive caseload at McHale & Co. in Manchester reinforced the significance of effective prioritisation and meticulous case management in delivering successful outcomes.

Prioritising Tasks: At McHale Muldoon, I thrived in a multifaceted role, encompassing conveyancing, managing Type 2 Transporter License Applications, and supporting solicitors in litigation through the drafting and lodging of various legal documents. This dynamic range of responsibilities was instrumental in cultivating my ability to prioritise matters effectively and respond swiftly to diverse legal challenges. I've carried this skill forward into my role as a Corporate Paralegal with McHale & Co., where I have harnessed the power of daily to-do lists. This approach is indispensable in managing the diverse and complex nature of the work.

Attention to Detail: The skill of meticulous attention to detail, cultivated during my academic years at NUIG and honed further in my professional legal career, stands as an essential foundation of my expertise. At Clyde & Co., I was responsible for scrutinising pursuer medical records to unveil key facts that could challenge their arguments. In the realm of property law, when reviewing title documents, attention to detail is significant. Issues related to covenants or easements, such as rights of way, may surface and must be addressed in Enquiries. Furthermore, when drafting contracts, transfers, and other legal documents, the highest degree of precision is essential. Any error could potentially impede a property transaction or, in my role with Eirgrid, disrupt the timing of projects for clients like Amazon or Facebook.