

Ray Crinion
Dublin
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A recent law graduate and experienced legal professional who works proficiently both independently and in teams. A highly motivated and enthusiastic individual with the capability to work efficiently, and committed to improve and develop my expertise upon qualifying as a Solicitor. Whilst in full time employment successfully sat and passed all eight FE1s. A proven track record of exceptional achievement in the hospitality sector, demonstrating a proficiency in communication, organisational skills, and dynamic problem solving. Capable at all times of centring client's needs, and business requirements.

Career History

Legal Executive - Margetson & Greene Solicitors, Dublin, 2021- Present

- Working as a member of the Property team alongside the Property Partner and Senior Legal Executive to define business priorities and client requirements, ensuring both are achieved.
- Reviewing and drafting closing documents, i.e. transfer deeds, contracts for sale, requisitions on title and overseeing residential conveyancing files to completion.
- Liaising with clients to take instructions on pre contract enquiries, maintaining focus on their needs and to address same with Purchaser's Solicitors.
- Communicating effectively with clients where potential issues may arise in the event of a transaction and present relevant solutions.
- Submitting all registration applications to The Registry of Deeds and The Land Registry. Including, drafting the necessary forms, addressing queries that arise and liaising with clients/other third parties in order to progress with registration. Managing all routine correspondence and preparing Certificates of Title and schedule title documents, improving matter efficiency.
- Assisted in a new home development by preparing booklets of title, issuing building agreements for each unit and oversaw the project to completion.

Legal Intern – Margetson & Greene Solicitors, Dublin, 2019 – 2020

- Interned in during third year of degree at DCU.
- Assisted the Litigation Department, headed by the firm's Managing Partner. Attended court hearings, and practiced taking attendances.
- Entrusted to provide precise reporting required for each file. Attended court independently and briefed barristers with updated instructions prior to sittings.
- Maintained control over civil litigation files and dealt with all outgoing correspondence and drafted legal documentation necessary for filing ahead of court dates. Prepared booklets of pleadings and sought updated instructions from clients ahead of hearings.
- Assisted the Property Department by scheduling title deeds, dealing with outstanding undertakings and other post-completion needs in a time sensitive manner.
- Supported partners with administration duties e.g. filing, scanning post, and providing photocopying assistance of legal documents.
- Provided front desk cover, and diary management ensuring all client interactions were handled in a professional and efficient manner.

Food & Beverage Associate – Castle Arch Hotel, Meath, 2016 – 2021

- Worked effectively as a member of the F&B Team in a fast paced and high pressure environment.
- Noted for providing exceptional customer service to all guests, and chosen to service high value bookings such as private banquets and weddings.
- Assisted in and oversaw the training new staff members. Monitored their development and ensured all were working to the highest level of hotel standards and practices.
- Managed the private bar at weddings and other high level events. Allocated staff duties in readiness for service, and liaised with other departments to ensure the highest standard of service was delivered.
- Selected to prep and run the hotel's nightclub and bar. Responsible for the proficient and safe running of the operation, anticipating issues and alleviating them, as they arose. Trusted in the handling and processing all end of day balances.
- Worked effectively as a member of the team and assisted supervisory staff when required improving the overall efficiency of the hotel.
- Catered to customer requirements and needs, ensuring they were adhered to by all staff members.

Education & Training

Dublin City University, Dublin, 2017 – 2021

Law & Society (BCL Degree)

2:1 Grade - Final year modules in Property Law (66%), Jurisprudence (61%), Law & Body Politics (67%), Genetics Law (68%), Law of Evidence (66%), Employment Law (60%).

Dunboyne College of Further Education, Meath, 2016 – 2017

QQI Level 5 – Pre Nursing Studies

Received the overall highest result in my course with 10 Distinctions. Completed training in patient handling, CPR and basic first aid and child protection.

Boyne Community School, Meath, 2011 – 2016

Leaving Certificate

Relevant Skills

- Extensive conveyancing experience.
- Proficient in task prioritisation to meet deadlines and organisation of file portfolio.
- Excellent communication skills, articulate and professional client interactions.
- High attention to detail with a strong sense of initiative.

Selected Achievements

- Editor of the Dublin Law & Politics Review in final year of DCU.
- Awarded Student of the Year 2017 of Pre Nursing Studies at Dunboyne College of Further Education.