

**Ria Marigliano**  
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## **PROFILE – PERSONAL SKILLS AND QUALITIES**

I am hard working, trustworthy and reliable. I possess excellent intrapersonal and interpersonal skills, which enables me to work well both alone and within a team. I am extremely self-motivated and driven and I am able to direct my skills and talents to meet any objectives. I'm also a very punctual person with an excellent attendance record. As well as this, I am a perfectionist who seeks to achieve a high standard in whatever work I undertake. Finally, I possess excellent communication and IT skills.

## **CAREER HISTORY**

### **New Homes Team, ByrneWallace, 88 Harcourt Street, Dublin 2      July 2019 - Present**

#### *Key Responsibilities:*

I commenced working in ByrneWallace's Property Department in July of 2019 in the position of Secretarial Support. In the September, I was promoted to work exclusively with the New Homes Division, which is responsible for the sale of new build properties, so as to engage in more challenging tasks and thus increase my knowledge of and experience with the conveyancing process. To date, I am a member of the Division and, in addition, act as secretary to the Partner heading it. My responsibilities include the following:

- Handling of all stages of the transactions, from the issuance and exchange of contracts to the preparation and sending of closing documents;
- Ensuring all relevant documentation is received from our clients and filed;
- Assistance with queries from purchasers solicitors regarding the transactions;
- Liaising with clients via telephone in a professional and prompt manner;
- Drafting of closing documents;
- Dealing with post completion requirements;
- Preparation and submission of First Registrations to the Property Registration Authority;
- Stamping of licensing applications;
- Assistance with large-scale departmental projects;
- Preparation of invoices;
- Drafting of letters of engagement and disengagement in accordance with the firm's house style;
- Taking up of title deeds on ATR;
- Scheduling and releasing of title deeds;
- Preparation of transfers of client and office funds, payment requisitions, and remittances;
- Arranging client conferences;
- Transcribing dictations;
- Opening of new files and maintenance of existing ones;
- Logging of files for archiving and the retrieval of files from storage; and
- General administrative duties such as telephone answering, scanning, printing, photocopying and the sending of correspondence.

### **Sales Assistant, Pamela Scott, 84 Grafton Street, Dublin 2**

**June 2019 – July 2019**

### **Sales Assistant, House of Ireland, 114 Grafton Street, Dublin 2 Mar 2018 – December 2018**

#### *Key Responsibilities:*

- Administration of excellent sales service so as to ensure high levels of customer satisfaction;
- Ascertainment of customers' needs and wants and recommendation of items matching such;
- Maintenance of visual merchandising; and

- Receipt of store deliveries

**Sales Assistant, Soho Market, St. Stephen's Green**

**Oct 2017 – December 2017**

**Intern, Berkeley Solicitors, 71 Amiens Street, Dublin 1**

**August 2017- September 2017**

*Key Responsibilities:*

- Sitting in on client consultations with the solicitors;
- Drafting immigration applications to the Irish Naturalisation and Immigration Service;
- Submitting online visa applications;
- Reviewing and organising supporting documents for immigration applications;
- Legal research;
- Stamping and filing legal pleadings in the Central Office; and
- Assisting with administrative work

**Till Operator, Ryan's SuperValu, Ballyhaunis, Co. Mayo**

**May 2013 – Sep 2017**

*Key Responsibilities:*

- Administration of excellent customer service;
- Query Resolution;
- Counting and balancing of cash drawer;
- Issuance of refunds;
- Managing of customer phone orders;
- Receipt of newspaper and magazine deliveries;
- Managing of newspaper and magazine returns; and
- Stocking of shop floor

**Achievements:** Receipt of Certificate for Administration of Excellent Customer Service in the SuperValu 2014 Mystery Customer Programme

## **EDUCATION & TRAINING**

### FE-1 Examinations:

I sat and passed Constitutional, Contract, and Criminal Law in March and the Law of Torts in August. I will sit the remaining four exams in November.

### Bachelor of Laws (LLB) (2:1)

**September 2015 – May 2019**

Trinity College Dublin

### FETAC Level 5 Certificate in Business and I.T

**Sep 2014 – April 2015**

Ballyhaunis Community School, Co. Mayo

### Leaving Certificate (510 points)

**2009 - 2014**

Ballyhaunis Community School, Co. Mayo

## **INTERESTS AND ACHIEVEMENTS**

- I was a Finalist in the 2016 FLAC (Free Legal Advice Centre) Moot Court Competition.
- I Captained a team that successfully reached the Quarter-Final of the 2017/18 Commercial Awareness Competition run by Aspiring Solicitors UK.
- I contributed to both FLAC's Report on Sexual Violence 2018 and FLAC's Report on the Irish Prison System 2018.
- I was a member of the Fundraising Team for Trinity's branch of the St. Vincent De Paul Society (VDP).

- I was a member of VDP's Social Justice Group which aimed to raise awareness of various social issues such as homelessness and the failings of direct provision.
- I was a member of Trinity's ELSA (The European Law Students' Association) committee in 2017.
- I was an ambassador for the Trinity Access Programme (TAP) which seeks to encourage those from socio-economic groups that are under-represented in higher education to go to University. As an ambassador, I was responsible for raising awareness of the Programme and promoting the different events that it ran. I regularly gave tours of the college campus to students from schools around the city of Dublin.
- I worked with the Voluntary Tuition Programme (VTP) in Trinity. This involved tutoring two primary school students for one hour on a weekly basis.
- I have completed six piano grades with the Royal Irish Academy of Music.

**Excellent References available on request**