Shauna Marron

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**Experience**

**Dillon Eustace Solicitors – Legal Intern in the Banking Department**

July 2016 – Present

* Collection, checking, preparation and scanning of title and security documents for due diligence report;
* Liaising with internal and external solicitors;
* Boxing, filing and management of documents held by firm;
* Preparing and maintaining tracker of documents held by third party firms;
* Preparation of schedules and documents to be released on ATR; and
* Updating client, internal management and associated third party firms on progress weekly.

**Michael Hennessy Solicitors – Legal Executive**

April 2016 – July 2016

* Day-to-day management of all Circuit Court files;
* Taking client instructions, briefing counsel and attending consultations and prison visits;
* Gathering, collating and assessing the evidence;
* Instructing experts;
* Liaising with the DPP and the Gardaí;
* Attending counsel and making non-contentious and consent applications;
* Appearing before the District, Circuit, High, and Central Criminal Court; and
* Preparing papers for Judicial Review and other State Side applications.

**January 2016 – March 2016 Full-time studying for and sitting the FE-1’s**

**Start Mortgages Ltd – Legal Executive**

May 2015 – December 2015

* Preparation and management of mortgage accounts in arrears for legal proceedings/settlement/appointment of a receiver/voluntary surrender;
* Ensuring all regulatory and compliance requirements were adhered to prior to the issuing of legal proceedings/appointment of a receiver/surrender of the property, in line with Central Bank policies and guidelines;
* Analyse and negotiate Debt Settlement proposals in line with Start Mortgages Loss Model standards, business and commercial requirements;
* Draft relevant legal Surrender or Proposal documents for borrowers;
* Engage in borrower meetings; and
* Sole responsibility for the management and application of the Mortgage to Rent process, requiring communication with lenders and the Government Housing Authority.

**Permanent TSB – Pre-Litigation Executive**

November 2013 – May 2015

* Preparation of mortgage accounts, in arrears, for legal proceedings;
* Written and verbal communication with clients, third party representatives and the Bank’s panel of solicitors;
* All documents relating to the account, needed for legal instruction, gathered, examined and provided to solicitors;
* Ensuring the Code of Conduct on Mortgage Arrears and Consumer Protection Code had been strictly adhered to prior to instructing third party solicitors;
* Preparation and amendment of Grounding Affidavits; and
* Responsibility for a project in respect of legacy accounts which were affected by the Dunne judgment.

**Law Faculty, University of Limerick – Tutor in Crime & Criminal Justice and Criminal Procedure**

September 2012 – May 2013

* Preparation and teaching of tutorials to Undergraduate students of varying years and courses. Substitute lecturing was also required on occasions where lecturers were absent.

**New Ireland Assurance Finance Department – Work Experience**

July 2011 – August 2011

* Ground rents project, reviewing leases and legal documents and reporting same to the legal department.

**Education**

* **All 8 FE-1’s passed** 2015 - 2016
* **Qualified Financial Advisor Exams** 2015 Loans module completed
* **University of Limerick** – LLM in International Commercial Law 2012-2013

Dissertation – ‘*Solving Insolvency’*

* **Griffith College Dublin** – LLB in Irish Law 2008-2011
* **National University of Ireland, Galway** – 1 year of Bachelor of Arts Degree successfully completed 2007-2008
* **Dundalk Grammar School** 2001-2007

**Achievements/Skills**

* Presidents’ Bronze GAISCE Award;
* Young Enterprise in collaboration with University of Cambridge certificate for Young Enterprise International Examination;
* Japanese Business Language Course with the Ireland Japan Association; and
* High level of computer software skills, proficient in the Microsoft Office Suite and in the comprehension of financial and time ledger applications.