**Stephen Brereton**

**Address: 47 Liscannor Road, Cabra, Dublin 7**

**Mobile:** 087 2599406 ~ **Email:** [stephen.brereton2@mail.dcu.ie](mailto:stephen.brereton2@mail.dcu.ie)

A law graduate and experienced legal executive with 5 FE-1 examinations completed (and 3 to be done in April 2019), seeking a traineeship to pursue a career in law.

**Relevant Experience**

**Legal Executive (Real Estate Department), Mason Hayes & Curran – December 2017 – Current**

* Part of a team working with a financial institution on a large loan sale project (circa. 13,000 properties).
* Managing remediation and search trackers with Partners and Associates. Preparing statistics for weekly updates and contributing to weekly conference calls with the in-house Counsel.
* Investigating title, requisitioning searches and liaising with solicitors, clients, financial institutions and other departments in the firm to remediate issues. I achieved targets and deadlines by completing large scale reviews in a timely fashion.
* Perfecting title and security and completing registrations in Land Registry and Registry of Deeds. This led to a significant reduction in the number of title issues which was of significant value to the client.
* Assisted partners and associates with tasks relating to large receivership sales.
* Assisted associate solicitors on leave with conveyancing/landlord and tenant files, replying to queries, progressing matters and closing sales.

**Legal Executive (Temporary Contract), O’Brien Lynam Solicitors - April 2017 – August 2017**

* Part of team working directly with a large investment company in matters regarding insolvency and managing assets to be placed into receivership.
* Reviewed mortgages and conveyances and drafted legal instruments appointing receivers.
* Drafted Summonses, Notices of Appearance, Notices of Motion, Affidavits and other documents relevant to litigation in cases were Receivership cases were contested and brought to court.

**Legal Executive, Fagan Bergin Solicitors - November 2015 to April 2017**

* Supported principal solicitor in matters relating to Conveyancing, Probate, Family Law and Powers of Attorney.
* Duties included drafting various documents such as contracts for sale, Deeds of Conveyance and Deeds of Assignment, completion statements and dealing with Pre-Contract Enquiries.
* Drafted wills and prepared Inland Revenue Affidavits, Oaths for Executor/Oaths for Administration Intestate/De Bonis Non/Will Annexed. Also liaised with Revenue regarding tax clearance and with the HSE and the Department of Social Protection regarding any claims against an estate.

**Legal Assistant, McGrath Mallon Solicitors - June 2015 – September 2015**

* Assisted partner and solicitors on matters including Civil Litigation and Personal Injury.
* Drafted Briefs for Counsel, preparation of booklets of Pleadings and documents included therein.
* Prepared Ward of Court and PIAB Applications.

**Additional Employment History**

* Legal Assistant, Donal T McAuliffe and Co September – December 2017
* Legal Assistant, Immigration Office, Brophy Solicitors January – February 2015

**Education**

* **2011 – 2014**: Dublin City University – BCL Law & Society – 2.1 Honours.
* **2005 – 2011**: Our Lady’s Secondary School, Castleblayney, Co Monaghan - Leaving Certificate: 425 points.

**Achievements & Interests**

* Achieved a 1st Dan Black Belt in Koryu Uchinadi Karate and a Blue Belt in Brazilian Jiu Jitsu. I have competed in both sports on a national level. I also participate in 5 and 10k road races.
* Elected Vice Chair of the DCU Amnesty Society for the 2013/2014 academic year. This role involved organising events to raise awareness of global human rights issues among the student body. I also acted as a Telethon Campaigner for the DCU Educational Trust, raising funds for university scholarships.

REFERENCES AVAILABLE ON REQUEST