

Tara McGroarty BA, LLB, LLM

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- Seeking a solicitor traineeship with Byrne Wallace.
- Professional style is focused and hard-working, with an enthusiasm for proactive thinking, problem-solving and high standards.
- Strong legal and business experience, and a valuable skillset for supporting clients and colleagues in your fast-moving environment.

EDUCATION

Present	Final Examinations, Part 1 (awaiting 1 exam result)	Law Society of Ireland
2016	Master of Laws in Criminal Justice, 2.1 (66.5%)	Queen's University Belfast
2014	Bachelor of Laws, 2.1 (65%)	University of Galway
2012	Bachelor of Arts (Legal Science and Irish)	University of Galway

WORK EXPERIENCE

Director/Company Secretary at Whitevale Property Limited, Co. Donegal *July 2014-present*

I set short- and long-term goals to grow this business which was incorporated in 2019. It required research, learning, leadership, networking, organisation, renovations and business acumen.

- **IT skills, streamlined processes and business development:** Built a website and learned about marketing. Introduced software to automate pricing, streamline the booking process and diary.
- **Guest care and relationship management:** Automated communications and introduced a digital Guest App with all information. Built a rapport to acquire and negotiate long-term corporate bookings during the lockdowns. Hosted refugees since April 2022.
- **Resolving difficult situations:** Maintained a calm attitude in face-to-face interaction. Achieved favourable outcomes by coherently and respectfully presenting evidence to the Online Travel Agent. Developed resilience over non-constructive criticism. Corrected other issues from feedback.
- **Record-keeping:** Maintained accurate records of all transactions/correspondences in line with GDPR.

Legal Executive at DP Barry & Co Solicitors, Killybegs, Co. Donegal *October 2015-April 2016*

- **Administrative legal tasks:** Worked on all aspects of conveyancing and personal insolvency on a daily basis. Proficient user of case management software (Practice Evolve). Also worked on litigation cases, commercial law, employment contracts, wills, mortgages and maritime law.
- **Digitisation of documents for paperless office:** Scanned all documents, uploaded to the client's file on Practice Evolve, and categorised what was to be destroyed or maintained (for the Principal to finalise before destruction).
- **A proactive approach:** Demonstrated an understanding of competing priorities to produce large amounts of high-quality work under pressure. Anticipated when colleagues needed assistance with their workloads and achieving their deadlines.

- **Sole administrator:** Exercised high organisation as the sole administrator from April-July 2013; the next academic year, I attended the Principal in court and assisted in the office.
- **Client care and customer Service:** Answered all phone calls (and forwarded or maintained an accurate call log). Arranged appointments for clients and Counsel. Took an overview of clients' issues and sought appropriate information. Many clients remarked on my personable nature.
- **Administrative legal tasks:** Managed and opened files. Prepared briefs and economic loss spreadsheets. Trusted with bank lodgements and filing Court documentation. Drafted and dicta-typed letters and legal documentation (including affidavits, deeds, contracts for sale). Introduced a precedents system for conveyancing, wills, personal injuries and family law matters.

- **Administrative tasks and invoicing:** At weekends, I was responsible for all administrative tasks in this construction business, as the Partners and employees worked on different sites across the northwest region. Prepared quotations and invoices. Tasked with ordering concrete.
- **Record-keeping:** Organised and maintained diligent records of expenses.
- **Pro-active communication:** Liaised with architects, engineers, suppliers and surveyors via phone, email and fax. Implemented a diary to pro-actively contact clients and suppliers, to ensure the efficiency of each project.

PROVEN SKILLS

Computing	Quick to adapt to new software. Proficient user of legal databases, Practice Evolve (case-management software), and Microsoft and Apple software packages. Pitman Word Processing and ECDL-certified. Typing speed is 65+ WPM.
Legal-writing and research	LLM results reflect superior quality of legal writing, attention to detail, organisation, and strong analytical abilities.
Problem-solving beyond academia	Enjoys persevering, particularly when something appears unjust. Researched a way to have a retention planning development fee reduced from €110,145 to €3,066. Thought of how to have NPPR fees and penalties abolished for an individual.
Adaptability	Recognises when change is required and effective means of doing so.
People skills	Ability to understand and build a rapport with diverse groups. Adapts communication style in different situations.
Business-minded	Relates with business owners and their concerns.

ACHIEVEMENTS

- Ulster Gael-Linn prize-winner for **public speaking** through Irish. In my BA Irish, I presented research on the implementation of the Official Languages Act.
- Volunteered as a **mentor** to incoming first years in school and university.
- Participant in the Irish University Students' Trip to the EU Institutions.
- Full clean **driver's licence** and a car owner. Can reliably commute before moving to Letterkenny.
- From serving breakfasts at age 9, expanded the family business to 7 successful holiday properties.
- From a farming background and has purchased lands. Capable of generating similar clients and those starting the self-build, buying or new business stage.
- Travelled extensively and is a competent communicator.
- Appointed prefect whilst attending secondary school, played the lead part in the Irish drama and represented the school's quiz and sports teams.