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|  | Taylor Devine  Legal Executive & Law International graduate UCC | | |  |
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| Contact  * [devinetaylor5@gmail.com](mailto:devinetaylor5@gmail.com) * +00353862213133 | | Objective Professional Legal Executive with strong communication, teamwork and inquiry skills. Eager to develop legal knowledge and problem-solving skills in a progressive and innovative working environment.  Experienced team-leader who employs IT, business and law knowledge to deliver the best possible performance for the firm. | | |
| Education **FE1 Exams**   * Criminal – Passed * Property – Passed * Equity – Passed * Tort - Passed * Contract – Awaiting results * Company – Awaiting results     **BCL LAW INTERNATIONAL – UNIVERSITY COLLEGE, CORK**   * Successfully completed a four- year Law degree studying modules in Environmental Law, Company Law, Medical Law, Family Law, Law of Equity, Employment Law and Criminal Law * Completed an Erasmus Semester in Etvos Lorrand University, Budapest * Developed strong IT, analytical, research, presentation and communication skills   **LEAVING CERTIFICATE - 2018 – HEWITT COLLEGE, CORK**   * Achieved 495 Points studying six higher level subjects  Key Skills & Interests  * Strong IT skills * Effective communicator * Team-player * Responsible and committed professional * Effective at meeting deadlines * Engaging presenter and facilitator * Proficient in research and familiar with various legal databases * Excellent analytical and creative thinking skills * Keen athlete – participated competitively in equestrian sports representing the Irish Tetrathlon Team World championships. | | Experience **Legal Executive at Marlet Property Group**  **January 2024- Current Date**   * In house Legal Executive for one of Irelands largest property developers. * Managed major leasing transactions for Grade A office space involving some of Irelands largest companies. Namely the lease of Bank of New York and Danske Banks new European Headquarters. * Involved in fast paced sales processes for the sale of private companies. * Engaged in Marlets litigation processes collaborating on strategy and best courses of action with external council. * Assisted in conveyancing of 21 Houses in Marlets Kylemore development with 68 Apartments due to come onto the market in October 2024 * Responsible for CRO compliance of Marlets corporate structure of some 115 registered companies. * Managed Employment law issues for Marlet and their subsidiary companies. * Exposure to high profile deals with Dublin’s top tier commercial, construction and litigation lawyers. * Unique experience skill set: Through my work with Marlet & Some of Dublin’s top commercial firms I have gained the valuable insight into the scope of work it takes to work at top law firm and how to keep a large commercial client satisfied.   **Legal Executive at O’Donoghue & Associates April 2023 – January 2024**   * Responsible for support work in a busy general practice firm. * Specialising in Conveyancing, Family, Employment and Immigration law. * Fielding client queries and corresponding directly with clients and other solicitors. * Responsible for file management in the areas of Conveyancing, Family law * Utilising the Evolve case management system. * Attending client meetings and court dates.   **Litigation Intern at O’Flynn Exhams Solicitor Cork January 2023 -March 2023**     * Responsible for supporting fee earners in the firm * Utilising Keyhouse in house date base * Compiling court briefs and counsel briefs * Conducting legal research and issuing memos in house and to clients. * Responsible for transcribing dictations * Attending court with solicitors at the firm and interacting with clients on the day | | |
| References  * Ronan Deasy- Solicitor O’Donoghue & Associates- [rdeasy@odas.ie](mailto:rdeasy@odas.ie) * Pat Mullins – Partner O’Flynn Exhams [-pm@ofx.ie](mailto:-pm@ofx.ie) * Roisin Sweeney- Head Legal Counsel Marlet Property Group – roisin.sweeney@marlet.ie | | Leadership & Communication  * Competed in Moot Competition in 2019, 2020 and 2021. This involved collaborating with a partner and researching legal arguments. This involved developing strong analytical, teamwork, communication, IT, presentation and professional skills. We were required to design, develop and present coherent legal arguments thus increasing our breath and depth of legal knowledge. | | |