

AINE HOLMES

OBJECTIVE

Detail-oriented and driven professional seeking articling in Calgary. Currently working as a paralegal in real estate and private lending. Nine years previous experience working in-house in commercial contract review and negotiation in finance and technology fields.

EXPERIENCE

PARALEGAL

Hooley & Company Lawyers | Calgary

MARCH 2025 – PRESENT

- Preparation and review of real estate documents.
- Preparation of loan and security documents for private lending matters.
- Conduct title searches and due diligence.
- Coordinate and schedule closing, including communicating with clients and other parties involved in the transaction.
- Management of transaction timelines and reporting to all parties.

COMPLIANCE OFFICER

JANUARY 2022 – MARCH 2025

Payac Services CLG | Ireland

- Payac Services CLG is a Credit Union owned organization in Ireland with the purpose of providing current account services.
- Development, oversight and review of contracts between both Payac, credit unions and third-party providers including BIN sponsorship agreements, current account services agreements, escrow agreements, technical service provider agreements, and NDAs.
- Data protection including handling queries relating to data protection, review and negotiation of data protection agreements and review of data protection impact assessments.
- Identification of emerging risks and changes to legal and regulatory requirements.
- Oversee reporting requirements to third-party service providers.

PARALEGAL

MARCH 2021 – JANUARY 2022

Tata Consultancy Services Ireland Ltd | Ireland

- Following the takeover of Pramerica, I joined the London based legal team with Tata being responsible for drafting and negotiating of commercial contracts
- Experience with non-disclosure agreements, speaker agreements, training agreements, consulting agreements, master agreements, statements of work, software, and software as a service agreements
- Collaborated with business stakeholders and third parties to negotiate and close out agreements

LEGAL ANALYST

FEBRUARY 2017 -MARCH 2021

Pramerica Systems Ireland | Ireland

- Pramerica Systems Ireland is a subsidiary of The Prudential Insurance Company of America with the purpose of providing support services to the international insurance provider
- Responsible for drafting and negotiating commercial contracts with team of attorneys in The Prudential Insurance Company of America
- Experience with non-disclosure agreements, speaker agreements, training agreements, consulting agreements, master agreements, statements of work, software, and software as a service agreements.
- Collaborated with business stakeholders and third parties to negotiate and close out agreements

CONTRACTS ASSOCIATE

FEBRUARY 2016 – JANUARY 2017

Pramerica Systems Ireland | Ireland

- Drafted agreements with business contacts and relationship managers and administrated contracts database

REGULATORY RESEARCHER

APRIL 2015 – DECEMBER 2015

Funds-Axis Ltd | Northern Ireland

- Researched and analyzed regulations and national laws for global securities exchanges. Compiled and presented information in an accessible manner for clients

JUDICIAL INTERN

JUNE – JULY 2014

Supreme Court of Ireland, Ireland

- Served as a Judicial Intern under the Hon. Miss Justice Laffoy of the Supreme Court

EDUCATION

National Committee on Accreditation - Certificate of Qualifications

Federation of Law Societies of Canada

2025

- | | |
|-------------------------------|--|
| • Canadian Administrative Law | • Canadian Constitutional Law |
| • Canadian Criminal Law | • Canadian Professional Responsibility |
| • Foundations of Canadian Law | |

Legal Education Society of Alberta

2025

- | | |
|--|---|
| • Residential Real Estate Transactions | • RPR's: legal support staff |
| • Notarizing and Commissioning Documents | • Commercial lending security documentation |

LLM Commercial Law

University of Ulster, Magee | Northern Ireland

2014-2015

Result: Pass

LLB (Hons) (Bachelor of Laws)

National University of Ireland, Galway | Ireland

2013-2014

Result: 1:1

BA (Hons) in Legal Studies and Classics

National University of Ireland, Galway | Ireland

2010-2013

Result: 2:1

SKILLS PROFILE

Leadership/ Proactive

Demonstrated leadership skills by contract negotiations and working with senior leadership. Proactive approach is required to protect business stakeholder interests.

Teamwork

Proven ability to work in a team environment using collaboration to manage team workloads and with business stakeholders.

Attention to detail/ Problem solving

Use problem solving skills to provide solutions on contract issues.

Communication

Strong communication skills proven when working with clients. It is important to build trust and guide clients through the negotiation process. Strong communication skills are also vital for successful negotiation.

REFERENCES

Available on request.