*I have a Business and Law Degree from The National University of Ireland, Maynooth, and have completed the FE-1 Examinations for the Law Society of Ireland. My educational background demonstrates I am well-versed in most aspects of Irish Jurisprudence. I also gained practical experience in Company and Property Law settings working for The Coca-Cola Company and Pepper Finance. In addition, this shows I possess strong project management and administration skills. While living in Spain, I worked in Sales selling into the UK market and built a natural ability to understand a customer's needs and reach the KPIs assigned to me. I pride myself on my communication skills and strategic approaches, which have helped me thrive in a competitive market. Having returned to Ireland, I seek further opportunities to build on these skills and develop my leadership capabilities by finding a new role as a Trainee Solicitor.*

CARL DELANEY

**Business and Law Graduate**

**PHONE:** 0876822887

**EMAIL:** carldelaney103@gmail.com

**WEB:** [**https://www.linkedin.com/in/carl-delaney-2a3260158/**](https://www.linkedin.com/in/carl-delaney-2a3260158/%20)

*Focused on generating new business opportunities for the company by identifying, contacting, and qualifying potential customers.*

* Worked on making outbound calls and delivering key metrics
* Supported business growth by generating sales leads, adding value through cross /up-selling and retaining customers by delivering a positive customer experience
* Identified and assessed customers’ needs to complete sales or retain and re-contract
* Acted as an escalation point for caller queries
* Always maintained a positive empathetic and professional attitude toward customers
* Responded to customer inquiries in a positive prompt manner
* Contributed to the overall team performance and exceeded targets

FE1-Examinations, Law Society of Ireland |2020- 2022| Subjects:

Tort (63%), Property (53%), Criminal (60%), Contract (58%), Company (55%), Constitutional (53%), E.U (50%), Equity & Trusts (58%)

* Written and Oral Communication Proficiency
* Research Abilities
* Project Management Skills
* Attention to Detail
* Organizational and Administrative Capabilities
* Microsoft Office

**SALES DEVELOPMENT REPRESENTATIVE /** **FEBRUARY 2023-MARCH 2024**

Bachelor of Civil Law

Maynooth University | 2016-2019

Grade (2.1) |Class Rank 7/37

**EDUCATION**

 *Infosys Limited / Remotely based in Barcelona, Spain*

**WORK EXPERIENCE**

**CRE ADMINISTRATOR / OCTOBER 2021-FEBRUARY 2023**

 *Pepper Finance/Hatch Street, Dublin 2*

*Supported the Portfolio Managers and Commercial Property Team by conducting administrative tasks and managing some office functions.*

* Assisted with taking instructions from clients
* Liaised and provided administration support to the Portfolio Managers and the wider Commercial Property Team
* Oversaw company and project documentation
* Created and edited legal documents
* Drafted and organised the swearing of affidavits
* Ensured all documentation met the formal and required standards
* Prepared and organised the execution of legal documents for signing
* Helped prepare legal packs for the PRTB
* Updated the document tracker and scanned documents onto our computer system
* Couriered all documents out to relevant 3rd Parties
* Created and sent invoices to Finance

**INTERESTS**

* Rugby
* Special Olympics Ireland
* Young Fine Gael
* Student Senate Maynooth

**SKILLS**

*Worked within the Coca-Cola Legal Team that is responsible for the business units in Ireland and which also supports other European Legal Teams in Coca-Cola.*

* Provided administrative support to In-House Counsels
* Conducted legal research on Current Legislation, Food, Company, and Competition Law, presenting monthly updates to the Legal Team
* Led a review of the company’s board logs for 2019 and 2020 to outline common legal issues brought before the Board of Directors
* Project managed and completed a review of the Legal Department’s non-archived documents to ensure that documents were relevant to current legal matters
* Produced a company-wide analysis on record retention policy within the business unit which ensured that our retention policy was following Irish Law
* Completed relevant company secretarial work by submitting the necessary documentation to the Companies Registration Office
* Provided research support to the In-House Counsels on several Finance projects

*The Coca-Cola Company / Drogheda, Meath*

**LEGAL INTERN / NOVEMBER 2019-MAY 2020**

Name: Ms. Chloe Tuohy

Position: Sales Team Leader/Supervisor, Infosys

Phone: +35387361336

Name: Ms. Eimear Branigan

Position: Coca-Cola Ireland, Legal Counsel

Email: ebranigan@coca-cola.com

Phone: +35316694200

**REFERENCES**