

## Contact Details

Name: Carl Delaney  
Address: 55 Westbrook, Barna Road, Galway  
Tel: 0876822887  
Email: carldelaney103@gmail.com

## Summary

I am a hardworking and ambitious individual, with a high level of self-motivation and commitment and have excellent knowledge of my chosen discipline. I am a recent graduate of Civil Law from Maynooth University and hold a Higher Diploma in Business from Griffith College Dublin. I have excellent communication skills that enable me to effectively collaborate with a wide range of people and work well within a team environment. I am about to commence my FE1 examinations in the coming year and I am seeking traineeship with a law firm, so that I can pursue a career as a solicitor.

## Education

### **2016 – 2019 National University of Ireland, Maynooth, Co. Kildare Bachelor of Civil Law (Business and Law) (2.1)**

A degree in Civil Law combines law and business into a single degree, providing me with an ideal skillset for the commercial world and offering valuable career flexibility. It also equipped me with the analytical and advocacy skills that arise from a legal training, combined with the numeracy and financial literacy of a business degree.

### **2014 -2016 Griffith College Dublin, South Circular Road, Dublin 8 Higher Certificate in Business Studies (2.2)**

The Higher Certificate in Business was a program that gave me a rich overall perspective in business. It focused on areas such as marketing, finance, accounting, management, information technology and entrepreneurship. The course gave me the appropriate techniques to be able to solve business problems and spot profitable opportunities as they arise.

## Work Experience

### **September 2019- Present, Houlihan Burke & Company Solicitors, Ennis, Co. Clare, Legal Assistant**

*Provides legal and administrative assistance in a general practice law firm.*

- Conduct research on relevant laws, regulations
- Organise and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for solicitor's review and case preparation
- Write or summarize reports to help the solicitor prepare for trials
- Draft correspondence and legal documents, such as contracts and legal memorandums
- Get affidavits and other formal statements that may be used as evidence in court

### **July 2017-November 2017, The Prom Restaurant, Salthill Hotel, Salthill, Galway, Food and Beverage Assistant**

*Provided food and beverage support as part of a restaurant service team.*

- Present menu, answer questions and make suggestions regarding food and beverage
- Serve the guest in an accommodating manner

# Carl Delaney

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- Have a good knowledge of all food liquor, beer, wine and retail offered
- Apply positive suggestive sales approach to guide guests
- Prepare tables, maintain table cleanliness, clear tables

## Key Skills

- Excellent organizational and administrative capabilities.
- Flexible, resilient and intellectual curiosity.
- Full Irish driver's license.
- Good understanding of financial markets.
- Good understanding of business and law.
- Excellent oral and written communication skills.
- Able to prioritize tasks, work on multiple assignments, and manage change.
- Able to analyze and work through complex problems.
- Excellent computer literacy and research skills.
- Able to work as part of a team and multitask.
- Proficient in all aspects of Microsoft Office.

## Interests

- Member of the Maynooth Student Senate.
- Actively Runs 10k races for charity.
- Member and player of local rugby club Galwegians.
- Active committee member of Young Fine Gael.
- Volunteer at Special Olympics Ireland.

**REFERENCES AVAILABLE ON REQUEST**