

Christopher McAnenly

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DOB – 08/07/1995.

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Qualifications:

- ✓ Successfully completed all 8 Fe1 Law Society examinations.
- ✓ Postgraduate Diploma in Law
- ✓ MSc in Management (Strategy)
- ✓ Bachelor of Business Studies

Profile A proactive, adaptable and focused business and Law graduate with demonstrated teamwork, coaching and leadership skills. I am an experienced and effective communicator, both verbally and in writing, gained through my experience working directly with clients, customer service and my sporting career.

Education 2019 – 2020 **Technological University Dublin**
Postgraduate Diploma: **Law**
Subjects: **Criminal, Contract, Equity, Tort & Constitutional**
Result: **2:1**

2018 – 2019 **Dublin City University**
Master's Degree: **MSc in Management (Strategy)**
Subjects: **Consultancy Skills, Marketing Strategy and Leadership**
Result: **2.1**

2014 – 2018 **Dublin City University**
Degree: **Business Studies**
Subjects: **Business Strategy, Corporate Governance, Business & Society**
Result: **2.1**

2008 – 2014 **St. Macartans College, Monaghan**
Points: **500**
Subjects: **History (A1), Economics (A2), Geography (B1), Business (B1), English (B2), Maths (A1 OL), Irish (C3 OL), French (C3 OL).**

Employment History:

Boughton Law: Paralegal

July 2022 - Present

Accomplishments:

- ✓ Currently assist directly to the Wills, Trusts & Estates, Commercial Lending and Tax departments,
 - ✓ Drafting of legal documents such as Retainer Letters, File Opening Reports after I have carried out a conflict search, Wills and Trust Indentures.
 - ✓ Carried out Company searches using British Columbia's Registry services.
 - ✓ Proficient on FileSite where case materials are stored and carry out various tasks on Acumin such as creation of invoices and money deposits such as Retainers and General Deposits.
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Brightflag: Account Manager

May 2021 – April 2022

Accomplishments:

- ✓ Manage and coordinate a small team of legal analysts to deliver reports within deadlines.
 - ✓ Supervise machine learning models to correct their categorisation of legal work across all matter categories, requiring I have an understanding of the practical administration by solicitors of legal matters from litigation to M&A.
 - ✓ Work with our customer support team to address customer issues/feedback and deliver legal spend insight.
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Downes Solicitors: Legal Intern

August 2017 – September 2018

Accomplishments:

- ✓ Compilation of briefs on tight deadlines.
 - ✓ Drafting of basic letters on behalf of solicitors.
 - ✓ Hand delivery of urgent documents.
 - ✓ Preliminary Discovery search on behalf of solicitors.
 - ✓ Assistance with Motions before the County Registrar.
 - ✓ Performed a wide range of administrative duties including collection and delivery of DX, ordinary and registered post on a daily basis.
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Blackwater Cottage Bar: Bar Tender

June 2010 – December 2019

Accomplishments:

- ✓ Enhanced my interpersonal and communication skills while interacting with customers.
- ✓ In charge of opening and closing the bar, ordering and checking stock and general cleaning duties.

- ✓ Handling significant cash amounts and ensuring all transactions were properly recorded, secured and accounted for.
- ✓ Responsible for the delivery of excellent customer service at all times.
- ✓ Tactful handling and sensitive resolution of customer complaints.

Grant Thornton Ireland: Tax Intern

June 2016 – August 2016

Accomplishments:

- ✓ Handling of Personal Tax compliances for clients.
- ✓ Ensuring Corporation Tax deadlines for clients are met.
- ✓ Ringing the Revenue on behalf of management.
- ✓ Business Development for the department, following up with possible new clients.

Additional Work History

- ✓ Cashier at McAnenly Fuels Ltd, June 2009 – September 2016.
- ✓ Construction site labourer for Curley Construction in Chicago, May – August 2018.

Key Skills:

I have developed my communication skills gained through working and studying in dynamic environments. I have built and maintained many relationships in college and work environments. My presentation skills have been enhanced due to my academic and sporting career. A motivated, self-starter with a desire to learn and further develop.

Interests & Achievements:

- ✓ Keen interest in Sport, particularly GAA. I enjoy staying active and maintaining a healthy lifestyle.
- ✓ Managed and Coached DCU's Junior men football team during the 2018/19 season to a Leinster title and an All-Ireland Final. Regularly volunteer with the local club for coaching juveniles and selling club lotto's.
- ✓ I currently coach the Truagh Gaeils u13 team. Over lockdown I started a zoom class with the juveniles once a week to develop their skills and conditioning and to create a space for the team to interact with each other.
- ✓ Successfully delivered a consulting project to Rototherm Ltd as project manager.
- ✓ Delivered a bicycle safety product concept for a Dragon's Den pitch for my final year undergraduate studies.
- ✓ Represented Monaghan at u21 level for Gaelic football and DCU in the Sigerson cup.
- ✓ Won an All-Ireland Intermediate title with my club Truagh Gaeils in 2014 and a Senior League title in 2018.

- ✓ Received an Academic award in 6th Year in St. Macartans College.
- ✓ Managing Director of a mini company during Transition year which developed a road safety board game and won an innovation award competing against other secondary schools from Monaghan.
- ✓ I recently took up Golf as a hobby over the lockdown period and developed a keen interest in the sport.
- ✓ Full drivers licence and insurance since 2014.

Referee: Available upon request.