**Daniel O’Boyle Curriculum Vitae**

**Date of Birth: 14/08/1996**

**Contact Details**

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**PROFESSIONAL SUMMARY**

2 years’ experience in the legal sector with an additional 4 years’ corporate experience in a directorship role in a healthcare company involved in the nursing home industry. Experience in legal drafting, negotiation, direct client communication, legal research, and analysis. To date, I have successfully completed 5 FE1 Examinations (Constitutional Law, Criminal Law, Law of Property, Equity and EU Law) and I intend on completing the remaining 3 exams in October 2021.

**CORE COMPETENCIES AND SKILLS**

* Proficiency in Microsoft Word and PowerPoint.
* Interpersonal skills and co-ordination with others to achieve a common goal.
* Proficiency in drafting legal documentation and correspondence.
* Problem-solving skills in assisting clients and colleagues in resolving an issue.
* Strong adaptability to any kind of work environment.
* Ability to work well under pressure and meet deadlines.
* Proficiency in multi-tasking, exemplified by my ability to continue to work full-time while completing both university and professional exams.
* Passion for legal research and writing, skills acquired in my undergraduate degree and which have been built upon throughout my years of experience within the legal sector.

**PROFESSIONAL EXPERIENCE**

**Legal Analyst, Jazz Pharmaceuticals,**

**Waterloo Exchange, Waterloo Road, Dublin 4**

**02/2021-Present**

* Contingent Worker within the Core Contracting Group (CCG)
* Drafting of corporate healthcare contracts such as Services Agreements, Consultancy Agreements and Confidentiality Agreements.
* Reviewing relevant legislation to ensure contractual compliance is maintained.
* Reviewing Third Party contracts to ensure compliance with company policies, procedures, and guidelines.
* Reviewing multi-jurisdictional Privacy legislation to ensure compliance of contracts with same and updating contracts accordingly.
* Liaising with international members of the CCG to ensure enforceability of contracts in their relevant jurisdiction.
* Monitoring changes in the legal landscape and updating contracts accordingly.
* Ensuring contracts have been correctly executed by authorised signatories only.
* Responding to legal queries relating to matters of Data Protection, Corporate Governance, Confidentiality, and general Contract law.

**Legal Executive, O’Loghlin Hughes**

**2 Sir John Rogerson’s Quay, Dublin 2**

**09/2019-09/2020**

* Gained extensive experience in corporate, healthcare and employment law.
* Drafting a variety of legal documentation, including general correspondence, memorandums, leases, business transfer agreements, loan agreements and debentures.
* General file management and upkeep.
* Drafting and lodging documentation with the Court Service.
* Direct communication with clients to inform them of all updates and responding to or forwarding on all queries to the relevant solicitor.
* Extensive legal research to assist solicitors in drafting or to respond to niche queries.
* Attending client meetings and recording and drafting minutes.
* Attending barristers in court and recording notes.
* Organising and assisting in regulatory education and training events to provide healthcare clients with a better understanding of their statutory obligations.
* Undertook research relating to the potential tortious implications of COVID-19.
* Extensive use of Microsoft Office.

**Company Director, Raicam Holdings Limited**

**Ballinamore House Nursing Home, Ballinamore, Kiltimagh, Co. Mayo**

**07/2016-12/2020**

* Attending and organising meetings with board of directors and shareholders.
* Ensuring the company and the board adhered to their respective obligations under the Companies Act, 2014.
* Drafting and preparing quarterly reports.
* Preparing policy and procedure documentation relating to the provision of care for older and vulnerable persons.
* Reviewing all relevant documentation and ensuring the compliance of such with the corresponding legislation.
* Engaged in continued correspondence with the Health Information and Quality Authority (HIQA).
* Organised community information evenings to inform persons in the locality and potential residents of the intricacies of care of the elderly and fair deal funding applications.
* Assisted in and worked alongside the relevant stakeholders in securing a 3 Million Euro Loan for the company.
* Prepared and compiled relevant documentation necessary to successfully secure the loan.
* Direct involvement in assisting the company in navigating through the COVID-19 pandemic, ensuring it continued to meet all its statutory obligations and complied with the ever-changing guidelines and procedures published by HIQA, HPSC and the HSE.
* In addition to the directorship role, I also undertook training and engaged in a direct role as a care assistant within the nursing home before and during the height of the COVID pandemic in order to offset the risk of staffing shortages.

**Legal Clerk, Leahy Reidy Solicitors**

**Upper Mallow Street, Limerick**

**07/2016-03/2017**

* Involved in the preparation of legal documents.
* Assisted clients in lodging applications under the Medical Injuries Assessment Board.
* Assisted Solicitors in preparation for court.
* Met with clients to discuss their general queries.
* Undertook reception work for several weeks when full time receptionist was on leave.
* Undertook many ancillary duties such as setting up for events, going on postal runs to deliver documents to other offices.
* Printing and photocopying of documents.

**EDUCATION & TRAINING**

Law Society of Ireland  **2020-2021**

Final Examination Part 1

5/8 Examinations completed to date.

University of Limerick

LLB Law Plus- 1.1 (First Class Honours)

 **2014 – 2019**

Leaving Certificate

St. Louis Community School, Kiltimagh, Co. Mayo

 **2008 - 2014**

**Awards & Achievements**

* University of Limerick President’s Achievement Award for academic achievement.
* University of Limerick President’s Achievement Award for highest results in Law obtained in Autumn Semester 2018/2019.
* University of Limerick Law Society essay writing competition winner
* Gaisce Bronze Award
* Successfully completed several adventure races throughout the West of Ireland.
* Full clean Driver’s License.

References available upon request.