

Daniel O'Leary
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Summary

Critical thinker with keen attention to detail. Avid lifelong learner. Technical and creative approach to problem solving. Passionate about business, technology and law. Highly adaptable with a flexible approach to work.

Career History

September 2017 - April 2020 **Legal Assistant** - FitzGerald Legal & Advisory LLP, Cork

Conveyancing

- Scheduling title documents
- Assisting Solicitors with title reviews
- Certificates of Title
- Property Registration Applications via Land Direct
- Drafting and reviewing Contracts of Sale and Leases / Licences / Agreements
- CORT Requisitions on Title
- Preparing Family Home Declarations, Section 72 Declarations

Corporate / Commercial

- Assisting Solicitors in commercial transactions
- Assisting Solicitors in Corporate Governance issues around charities and companies
- Assisting with security reports for large commercial banks
- General due diligence
- Drafting minutes and resolutions and other company documents
- Companies Registration Office filings
- Liaising with corporate clients

Employment Law

- Taking attendances in client meetings
- Attending Workplace Relations Commissions Hearings
- Reviewing and drafting correspondence to solicitors and clients

Family Law

- Attending in Court with Solicitor and Barrister
- Reviewing financial documents and drafting Affidavit of Means
- Preparation of briefs for Counsel

Litigation

- Assisting with preparation of affidavits and supporting documentation for clients
- Reviewing opposing side's discovery and other documentation
- Attending with Solicitors and Barristers at Mediation Hearings
- Preparation of briefs for Counsel

Ad hoc duties

- Legal Research
- Case and file management
- Procurement, liaising with fee earners, submitting tenders
- Fair Deal Scheme Applications
- General administrative tasks
- Assisting Advisory Partner with ad hoc duties
- Training and mentoring junior staff members

Previous Experience

Jan 2017/Sep 2017 **General Labourer** Central Tree Care, Melbourne, Australia
Transferable Skills include: Customer Service, Time Management, Procurement

May 2016/Dec 2016 **HVAC Engineer** Cool Breeze Rentals, Melbourne, Australia
Transferable Skills include: Customer Service, Health & Safety, Report Writing, Team Work

May 2014/Mar 2016 **Project Engineer** Stryker, Cork
Transferable Skills include: Project Management, Life Sciences Regulations, Analytics, Report Writing, Team Work

May 2013/Sep 2013 **Asset Operations** Ervia, Cork
Transferable Skills include: Project Management, Analytics, Report Writing, Team Work

Education

2020 Completed Law Society of Ireland FE-1 Examinations

2019 University College Cork - LLB
Second Class Honours

2014 Cork Institute of Technology - BSc (Hons) in Applied Physics & Instrumentation
Second Class Honours

Additional Information

Fluent Irish, Intermediate French.

References

Available on request.