Dylan Duke

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Profile:An experienced legal executive, interested in pursuing a similar role. I am a methodical, hardworking individual looking for a challenging position to develop my skills and further my aptitudes and natural strengths as a problem solver and critical thinker.

**EDUCATION**

**Dublin Institute of Technology** *– Post-graduate Diploma in Law* **2017 – 2018**

* Degree Result: 2.1 (69%)

**Trinity College Dublin** *– BA Ancient History and Archaeology/*

*Jewish and Islamic Civilisation* **2013 – 2017**

* Degree Result: 2.1 (66%)

**St. Mel’s College Longford** *– Leaving Certificate* **2009 – 2013**

* 445 Points

**EXPERIENCE**

**Legal:**

**Byrne Wallace, 88 Harcourt Street, Dublin 2 20 Jan. 2020 – Present**

*Infrastructure, Construction and Energy Paralegal*

* **Construction:**
  + Non-Contentious:
    - Drafting and negotiating contracts from a broad range of perspectives including Funder, Developer/Employer, Contractor and Consultant/Sub-Contractor. These projects can range from standalone development projects, contracts for the sale of a site, agreements for lease of a building or facility agreements for the financing of developments.
    - First point of contact for inter department matters with Banking Partner, Paraic O’Kennedy:
      * I undertook the construction elements of project finance matters from Paraic and liaised and negotiated with developers and construction teams in order to protect our client’s security.
  + Contentious:
    - Adjudication:
      * I was involved a number of adjudications with Head of ICE Group, Martin Cooney. This involved research into niche construction law points as well as developing ways in which to rebut and respond to the opposing side’s assertions.
    - Court Proceedings:
      * Assisted in precedent setting case relating to enforcement of adjudication decisions.

**Maples Group, 75 St Stephen's Green, Dublin 2 14 Jan. 2019 – 14 Jan. 2020**

*Corporate Construction Paralegal*

* **Construction:**
  + Drafting, reviewing and amending contract documents from both project developer and project funder perspectives. Contracts include:
    - Design and Build and Building Contracts
    - Consultant/ Sub-Contractor Appointments
    - Collateral Warranties
    - Development Finance Agreements
    - Facilities Agreements
  + Taking charge of matters in an independent manner and seeing the matter through to finality, liaising with the Partner in charge in relation to any issues above my level of knowledge or requiring a solicitor's sign off or opinion. Taking charge of matters would include seeing matters from contract negotiation through to re-financing or sale of the development and working with the condition precedents lists in relation to Facilities Agreements or Contracts for Sale. Had a case load of 10-12 files at any one time that I would update the Partner on once per week
  + Drafting process including amending document to express the client's instructions and be more client friendly
  + Reviewing process including highlighting any areas which would be onerous or expose the client to risk and amending same to mitigate the identified obligation or risk
  + Liaising, briefing and meeting with clients of the firm and receiving instruction from them
  + Attending clients in meetings with other parties to agreements in order to assist them with contract related queries
  + Negotiating key contract terms with contractors and members of professional team on various projects
  + Liaising with and assisting Finance, Tax, Litigation, Property and Corporate Departments in construction projects where a multifaceted approach is commonly needed
  + Assisting in the training and helping of newer members of the Construction Team. I drafted the construction introduction documents that was sent to new joiners upon their joining the team

**Margetson & Greene Solicitors, 35 Lower Baggot St, Dublin 2 Jul. 2018 – 11 Jan. 2019**

*Paralegal*

* **Debt Recovery:**
  + Dealing with a major firm client, including updating, assisting with queries and receiving instruction
  + Managing a large number of files for a major client of the firm on a day to day basis
  + Attending counsel on court dates and instruct based on client’s wishes
  + Recording court attendances and compiling weekly and monthly reports for client
  + Dealing with defendants or their representatives before and after the court hearing
* **Commercial Litigation:**
  + Briefing counsel and assisting them in court
  + Assisting in lodging and filing of court documents
* **Probate:**
  + Obtaining grants of probate

**O’Connor Solicitors, 8 Clare St, Dublin 2 Jul. 2017 – Jul. 2018**

*Paralegal*

* **Commercial**:
* Aiding in the purchase of commercial property
* Reviewing contracts
* **Conveyancing**:
* Responsible for registrations in the Land Registry and Registry of Deeds
* Transfers, mortgages and releases, conversions of possessory title and ground rent applications.
* Reviewing Contracts for Sale
* Dealing with PRAI queries as they arise
* Compiling reports on title for mortgage-to-rent schemes
* **Litigation**:
* Attending client meetings
* Recording attendance notes for solicitors during meetings
* Attending court to aid solicitor in their needs
* Preparing booklets and files
* Attending to agents used in matters of Debt Recovery
* Assisting with large scale discovery
* **Licensing**:
* Preparing and lodging licence applications for clubs, restaurants and bars
* Proficiency in Microsoft Word, Excel, Case Management Systems (Legal Evolve).
* Responsible for closing files and discharging invoices.
* Researching topics such as the Anti-Money Laundering Directives, the Charities Act, etc. for the managing partner and the firm’s website.

**Non-Legal:**

* **Heatons Ltd/ Sports Direct, Ballymahon St, Longford - Dec. 2014 – Aug. 2017**

*Part-time Sales Assistant*

* **Short Term:**
  + **Providers Ltd, Richmond St, Longford - Summer 2012**
  + **D&D Fruit and Veg. Delivery Service - Summer 2011**
  + **Seamus Flynn Security - 2011**

**ACHIEVEMENTS**

* Achieved first-class honours (72%) in Senior Sophister Thesis (*The Rise of the Individual in the Late* *Classical Period*).
* Achieved joint highest score (74%) in a 20 credit module (*Kings and Cities in the Hellenistic World*) in Senior Sophister.
* Held a seat on the Student Union as Class Rep. for Ancient History and Archaeology in Junior and Senior Freshman and Senior Sophister years.
* Obtained a Fáinne Ór for fluency in the Irish language at the age of 12.
* Won U-16 Longford Gaelic Football Championship in 2011 and 2012 for Shroid Slashers GAA Club in Longford.
* Won amateur Muay Thai fights in local Longford tournament.

**REFEREES**

Mary Dunne, Head of Construction at Maples Group:

John O'Connor, Managing Partner at O'Connor Solicitors:

Peter Benson, Partner at O'Connor Solicitors:

Ciaran Kirwan, Managing Partner at Margetson and Greene:

Dr Shane Wallace, Walsh Family Lecturer at Trinity College Dublin: