**India Delaney**

**43 Upper Leeson Street, Dublin 4**

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**Email: india.delaney@ucdconnect.ie**

**Education**

**Secondary Education:**

* Muckross Park College: 2009-2014
* The Institute of Education: 2014-2015

**Leaving Certificate Points Received:** 520

**Higher Education:**

University College Dublin: 2015-2019

* Studying BCL- Currently in third year of degree
* Current GPA- 2.1

**Work Experience**

**Employer:** Compton Solicitors

**Position:** Legal Assistant

**Dates of Employment:** Completed a Summer Internship in 2016 and in 2017. Currently working in Compton Solicitors part-time as a Legal Assistant.

**Responsibilities:** In the summer of 2016, I began working in Compton Solicitors as a legal intern. I completed 6 weeks with the firm. I received training in the use of Legal Evolve Document Management System. I assisted with the annual licensing renewals of a large volume of restaurant, entertainment and alcohol licenses.

In 2017, I returned to the firm for 10 weeks. On this occasion, I was given a larger role in the processing of the renewals. I prepared all the applications, served, stamped and lodged them in the appropriate court offices. I prepared the briefs for my supervising solicitor to attend in court and move the applications. Due to the volume of applications, this exercise required focus, attention to detail and good communication with my supervising solicitor.

Since my internship, I have continued to work on a part time basis in Compton Solicitors. My current duties include, carrying out legal executive, court clerk and companies office duties as required. I also assist in preparing briefs for counsel and court booklets as needed.

**Extra-curricular activities, interests and achievements to date:**

Two years ago, I started a catering business and currently work on it part-time. I have built up a client base through word of mouth and always receive positive feedback. I have catered for a number of events ranging from small dinner parties to children’s parties with up to 30 guests.

I am extremely interested in cooking and nutrition and I have completed various cooking classes. Most recently I participated in a Thai cooking class in Chiang Mai, Thailand. I have a keen interest in international travel and seize every opportunity to go abroad and explore new places. I enjoy skiing and I usually go once a year to keep up my skills. To keep fit, I attend yoga and spinning classes.

I have worked on a number of fundraising events for Beaumont Hospital Foundation, the Irish Hospice Foundation and the Irish Guide Dogs. On a number of occasions over the last few years, I have taken on the challenge of assembling teams to help with fundraising.

Most recently, I have supported a sponsored family walk, consisting of 600 participants in St. Anne’s Park, Raheny to fundraise for Beaumont Hospital Foundation. For that event, I put together teams of my friends to carry out a number of tasks that included registration tables, collecting sponsorship cards, distributing t-shirts, managing the children on bouncy castles, distributing snacks and face-painting.

Another event that I supported for Beaumont Hospital Foundation, was a table quiz held in Beaumont House Pub. For that event, I assembled teams of my friends to help on the night. We managed the tables during the quiz, collecting the forms after each round and distributing new forms. At the interval, we sold raffle tickets to all of the tables. At the end of the quiz we marked the answer sheets and managed the scoring.

For the Irish Hospice Foundation, I assembled teams to collect money on behalf of the Foundation. This collection took place on Grafton Street. The groups consisted of two people posted at different locations on the street. My job was to collect each team’s collection box every hour, provide them with a new empty box, and return the money to the Foundations office on Nassau Street.

**IT Skills**

* Microsoft Office: Word, Excel, PowerPoint
* Legal Evolve Document Management System
* Completed ECDL course

**Referee**

**Name-** Nicola Rooney

**Number**- 0866023211

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30 Pembroke Street Upper,

Dublin 2

**Email-** nicola.rooney@comptonsolicitors.ie

**Name-** Anne Marie James

**Number-** 0872540241

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