**Jane Daly**

**Mobile:** +353 831512769  **Email:** jane.daly@ucdconnect.ie

**Citizenship**: Irish

**PROFILE**

A commercially aware law graduate currently studying a Masters in Management Consultancy at Smurfit Business School. An articulate communicator and a competent team player with solid people skills enhanced through academic experience and from working in both the legal and coaching sphere actively seeking a training contract for 2019**.**

**CAREER EXPERIENCE**

**PARALEGAL, CHARLES C DALY & CO SOLICITORS** 2018 - 2015

Small law firm of 12 employees specialising in litigation and property law.

* Gathered documentation for litigation cases and attended on barristers in court on principal solicitor’s behalf.
* Initiated the installation of new computer software improving business efficiency and increasing employee productivity.
* Conversed with clients and barristers in advance of cases providing regular updates helping maintain strong relationships.
* Prioritised workload ensuring deadlines were realised.
* Managed closing stages of property transactions and oversaw fund transfers.

**SUMMER INTERN**, **A&L GOODBODY** 2017 - 2017

Large commercial law firm specialising in a wealth of different areas.

* Assigned to the banking department tasked with analysing mortgage documentation and compiling reports for partners.
* Corresponded with clients requesting information to expedite matters and facilitate a thorough analysis of documentation.
* Collaborated with fellow interns to research the firm and present a marketing pitch to partners.
* Investigated the impact of GDPR on Irish businesses and presented findings to the Technology Partners.

**TENNIS COACH, RUSHBROOKE LAWN TENNIS CLUB** 2018 - 2012

Prominent club in Munster where a large cohort of junior players train for Munster.

* Coordinated every Summer with senior coaches to devise a schedule of Summer Camps for junior players.
* Assessed each player’s level of ability to create segregated groups ensuring each child improved as much as possible.
* Improved participant’s tennis skills by developing and teaching different tennis techniques through fun and engaging activities.
* Financially managed the camps by monitoring payments and following up on outstanding payments.

**EDUCATION & TRAINING**

**MSc Management Consultancy** 2019 - 2018

UCD Michael Smurfit Graduate Business School, Dublin, Ireland

**FE-1 Exams** 2018 - 2017

Law Society of Ireland, Blackhall Place, Dublin 7, Ireland

**BCL International**  2017 – 2013

University College Cork, Western Road, Cork, Ireland

**OTHER INFORMATION**

Accomplished tennis player, notably ranking 5th place in Ireland u18 and has repeatedly represented Munster and UCC. A keen piano player enhanced by establishing a local choir. Involved in charitable causes such as partaking in pilgrimages for the elderly and local Youth Services.

**REFERENCES**

Professor Irene Lynch Fannon [i.lynchfannon@ucc.ie](mailto:i.lunchfannon@ucc.ie); 021 490 2224