**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Niall Shelley**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 67 Riverview, Mell, Drogheda, Co.Louth

Telephone : 041-9839659 Mobile :087-7823109 Email : niall.shelley2@mail.dcu.ie

**PERSONAL PROFILE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal graduate currently seeking a challenging legal role within a dynamic commercial law firm which will offer broad responsibilities and the opportunity to develop practical legal skills.

Adept at working as part of a team on large commercial projects involving multiple stakeholders across different jurisdictions.

Extensive experience drafting and reviewing commercial contracts, working on company secretarial matters, managing and progressing client files, legal research and calendar management.

**Key Skills**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Well-developed communication and interpersonal skills
* Strong legal research skills
* Ability to deal with confidential commercial information discretely.
* Time management
* Computer skills (Excel, Access and Word)
* Ability to work well within a team

**WORK EXPERIENCE**

**Legal Executive, Bank of Ireland** 2018 – Present

* Responsible for reviewing title deeds received in the securities department as part of several major due diligence exercises undertaken by the bank.
* Responsible for the administration of legal projects so as to ensure that all records and files were properly maintained.
* Dealing with ad hoc legal queries.
* Liaising with in-house solicitors and providing support to the bank’s panel solicitors.

**Card Service Agent, AIB** April 2018 - November 2018

* Servicing of debit and credit cards, in a timely and efficient manner.
* Customer relationship management with responsibilities for ensuring a high level of customer service in dealing with queries.
* Target driven work which required me to consistently meet strict deadline and seek leads for other services in the AIB group.

**Legal Assistant, SAP** 2016 – 2017

I worked as part of the EMEA field legal team during which I was responsible for drafting and analysing commercial contracts].

My duties in this role included:

* Drafted the date protection agreement for the OEM channel.
* Responsible for reviewing and recording all commercial contracts.
* Responsible for liaising with SAP’s global partners in order to co-ordinate and prepare for board meetings.
* Researched compliance issues for the global compliance team including for issues such as GDPR
* Liaised with external law firms so as to ensure all queries were directed to the appropriate in-house teams.
* Drafting legal documents including termination letters, NDA’s and contracts of sale

**Caregiver for family member** 2013-2015

**Caddy, Co Louth golf club** 2009-2016

**EDUCATION/QUALIFICATIONS**

**FE-1s – Law Society of Ireland, 2018 - 2019**

I have completed the required eight FE-1 examinations.

**Higher Diploma in Business (2.1), Dublin Business School 2016-2017**

I completed a higher diploma in business wherein my subjects included:

* Business information and technology;
* Accounting and Finance;
* Legal issues for Business;
* Business Management;
* Digital Media, Law;
* Finance; and
* Economics.

**Bachelor of laws (2.2), Dublin City University 2009-2012**

I completed a bachelor of law in DCU where my subjects included:

* Company law;
* Property law;
* Commercial law;
* Constitutional;
* European Union;
* Contract; and
* Comparative law.

**Interests**

• Golf – I’m a member of Co Louth Golf Club.

• Charitable causes – Took part in a 10k run and helped raise over €5000 for the Irish Motor Neurone Disease Association.