
Niall Shelley

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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.
- Capable of working under strict deadlines and handling several projects simultaneously.
- Computer skills (Excel, Access and Word).
- Ability to work well within a team.

WORK EXPERIENCE

Banking Paralegal, ByrneWallace March 2020 – Present

- Preparing and interpreting legal documents for review, approval and use by Solicitors.
- General handling of files post completion.
- Assist Solicitors with billing requests and updating other relevant forms.
- Responsible for assisting with closings and finalising title documents.
- Releasing title documents and scheduling title documents.

Legal Executive, Bank of Ireland November 2018 – March 2020

- 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 May 2018 - November 2018

- Servicing of debit and credit cards, in a timely and efficient manner.
- Customer relationship management with particular 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 to seek leads for other services in the AIB group.

Paralegal, SAP May 2016 – October 2017

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

- Drafted the data 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 data protection.
- 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 contract templates for the sales team.

Caregiver for family member 2013-2015

EDUCATION/QUALIFICATIONS

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

I have completed the required eight FE-1 examinations.

Higher Diploma in Business, 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, Dublin City University 2009-2012

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

- Company law;
- Property law;
- Constitutional law;
- European Union law;
- Contract law; and
- Comparative law.

Interests

- I am a keen golfer and am a member of Co Louth Golf Club.
- Took part in a 10k run and helped raise over €5000 for the Irish Motor Neurone Disease Association.
- A proud member of the DCU mentorship programme.
- I am well-travelled in Europe, America and Asia.

