Seán Delorey

11 Clearwater Cove, Dun Laoghaire, Co. Dublin

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**Education**

**Law Society of Ireland - FE-1 Candidate: 6 FE-1 Exams Completed** As of March 2016

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| * Contract Law
 | * Company Law
 | * Criminal Law
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| * Equity
 | * Property Law
 | * Tort Law
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**Trinity College Dublin** Sep 2009 – May 2013

Bachelor of Laws (LL.B)

Upper Division Second Class Honours, 2:1

**Yeats College, Galway**  Sep 2008 – June 2009

Leaving Certificate - 540 points

**Work Experience**

**Legal Administrator** April 2016 - Present

Pepper Asset Servicing

Two Park Place, Hatch Street, Dublin 2

* Worked in the company’s legal department, specifically in the area of financial asset management.
* Instructed solicitors firms re the provision of security and title reviews prior to enforcement proceedings.
* Requested title and security documents from storage and prepared detailed ATR schedules for each asset, which included:
	+ liaising with solicitors firms and arranging for deeds to be reviewed, collected and sent on ATR; and
	+ acting as a point of contact between firms and portfolio managers on various issues and queries.
* Maintained and updated detailed spreadsheets tracking the location and details of all security and title documents held and the status of each review instruction.
* Responsibility for the preparation, drafting and issuing of demands and deeds of appointment on individual connections where enforcement proceedings are pursued by the company.
* Worked independently in Danske Bank for several weeks on the review and collation of account statements re proof of debt.

**Legal Intern**  November 2015 – March 2016

McDowell Purcell Solicitors

The Capel Building, Mary’s Abbey, Dublin 7

* Acted as temporary cover for a trainee in the firm’s commercial litigation department, working predominantly on insurance defence claims.
* Drafted court pleadings including HC/CC appearances, notices for particulars, affidavits of verification, affidavits of discovery, and notices to produce.
* Drafted letters to solicitors, barristers, doctors, engineers, and clients seeking information and enclosing documents.
* Sought and reviewed medical records following discovery and provided overviews for clients highlighting potentially significant issues.
* Prepared briefs and statements for counsel when seeking defences, advices on proofs, and opinions on quantum.
* Completed a comprehensive file review noting each case’s status and outlining the next steps to be followed.
* Worked on the preparation of witnesses for the a high profile financial services criminal trial by reviewing witness statements taken by the GBFI, preparing potential lines of questioning, meeting witnesses in consultations, liaising with GBFI officials, prior to attending the trial itself.
* Drafted workplace relations submissions for both dismissal and discrimination claims under the unfair dismissals acts, and equal status acts as well as researched relevant case law.

**Legal Executive** May 2015 – November 2015

D’Arcy Horan & Co Solicitors

Kingsbridge House, 17-22 Parkgate Street, Dublin 8

* Managed and advanced the firm’s civil litigation files, in particular personal injuries claims.
* Drafted letters to clients, barristers, doctors, consultants, engineers, FOI Departments, the injuries board, and An Gardaí Síochána.
* Prepared briefs and statements for counsel.
* Audited the civil litigation department and compiled a spreadsheet on the statute of limitations expiration date for each civil file.
* Drafted High Court Bail Applications, Reductions, Variations and Recognisances whilst attending counsel for High Court Bails weekly in Cloverhill Courthouse.
* Attended counsel in the CCJ and Four Courts on Motions, JR cases as well as European Arrest Warrant cases.
* Regularly drafted affidavits and procured their swearing, stamping, filing and service as required.

**Legal Intern** – Irish Legal Aid Board June 2014 – December 2014

Smithfield Law Centre – The Refugee Legal Service (RLS)

48-49 North Brunswick St, Georges Lane, Dublin 7

* Prepared work for asylum applications, appeals, subsidiary protection (SP) applications and leave to remain applications (LTR).
* Highlighted adverse findings made by the Office of the Refugee Applications Commissioner (ORAC) in s11 reports and assisted in writing draft submissions for appeals against these findings.
* Attended and took notes at pre-interview consultations with applicants.
* Attended the Refugee Appeals Tribunal (RAT) as well as hearings at the Dublin District Family Law Court (Dolphin House).
* Researched and summarised case law on legislative provisions as well as drafted pieces on the impact of the upcoming single procedure for asylum cases.
* Gathered Country of Origin Information (COI) for asylum applications.
* Prepared substantial background summaries and preliminary credibility assessments on individual clients.

**Voluntary Work**

Front Desk Cover – North West Hospice March 2014 - Present

Volunteer Debates Adjudicator – Concern Debates September 2013 - Present

**References**

Ms Ivana Bacik Ms Lisa Doyle

Reid Professor of Head of Legal

Penology & Criminal Law, Pepper Asset Servicing

School of Law, 2 Park Place

Trinity College Dublin Upper Hatch Street

01 896 2299 Dublin 2

 01 907 4900