Seán Delorey

71 Oxmantown Road, Stoneybatter, Dublin 7

Mobile: 086 0698141 • Email: sean.delorey01@gmail.com

**Education**

**Law Society of Ireland: All 8 FE-1 Exams Completed**

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| * Contract Law | * Criminal Law | * Constitutional Law | * Equity |
| * Company Law | * Tort Law | * Property Law | * E.U. Law |

**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**

**Paralegal** Feb 2017 – Present

Maples and Calder

75 St. Stephen’s Green, Dublin 2

* I work on the establishment, authorisation, operation and maintenance of Irish regulated collective investments schemes, including UCITS and Alternative Investment Funds for international clients responsible for assets under management in the billions of euro.
* I prepare fund supplements, investment management agreements, and investment advisor agreements for new Irish Collective Asset-management Vehicle (ICAV) sub-funds.
* I prepare all necessary documentation for UCITS and QIAIF filings with the Central Bank of Ireland (CBI) who I liaise with daily as well as make submissions for investment manager approvals of non-EU based investment managers.
* My work also involves for example: billing clients; preparing billing and invoicing narratives; preparing ongoing matters lists for weekly calls; drafting and submitting derogation requests on the ONR system; drafting and preparing documents for board meetings; registering ICAVs; completing ICAV conversions; acting as the firm’s ORION administrator; and preparing individual questionnaires for the directors of funds ensuring their approval by the CBI, as well as carrying out due diligence and fitness and probity requirements.

**Legal Administrator** April 2016 – Feb 2017

Pepper Asset Servicing

Two Park Place, Hatch Street, Dublin 2

* Worked in the company’s legal department, specifically focused on the areas of commercial property and 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, including:
  + 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.
* Managed facility letters, security documentation, and ensured various deeds, settlement agreements and confidentiality agreements were duly executed.
* Maintained and updated detailed spreadsheets tracking the location and details of all security and title documents held, whilst monitoring the status of each review instruction.
* Worked independently in Danske Bank for a month on the review and collation of account statements regarding customer’s proof of debt.

**Legal Intern**  November 2015 – March 2016

McDowell Purcell Solicitors

The Capel Building, Mary’s Abbey, Dublin 7

* Acted as 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.
* Completed a comprehensive file review noting each case’s status and outlining next steps.
* Worked on the preparation of witnesses for a high profile, financial services criminal trial by reviewing witness statements taken by the GBFI, preparing potential lines of questioning, meeting witnesses in consultations, and liaising with GBFI officials, and attending the trial.
* 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, as well as 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 Bail Applications, Reductions, Variations and Recognisances whilst attending counsel for High Court Bails at the weekly High Court sitting at Cloverhill courthouse.
* Attended counsel in the CCJ and Four Courts on Motions and European Arrest Warrant cases.
* Regularly drafted affidavits and procured their swearing, stamping, filing and service.

**Travel -** March/April 2015

**Full Time FE1 Study -** January 2015 – March 2015

**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 reports and prepared initial submissions for appeals against these findings.
* 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.

**Voluntary Work**

Front Desk Cover – North West Hospice March 2014 – Oct 2016

Volunteer Debates Adjudicator – Concern Debates September 2013 – July 2016

**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