

Shane Daly

Phone number (M): +353860661063 **Email:** shanedaly1@gmail.com

Address: 21 Atlantic view, Strandhill, Sligo. (Can arrange accommodation in Dublin at short notice).

Profile summary

As an experienced paralegal with over 3 years in the field, including a year of experience at Arthur Cox in the capital markets department, I bring a wealth of knowledge and expertise to any legal team. I have also spent over a year and a half at Brightflag, a tech company that offers innovative legal operations solutions. Currently working there, I have honed my skills in contract management, legal research, and data analysis. Moreover, I had the opportunity to run the legal function at Brightflag for one year while the Director of Legal was on maternity leave. During this time, I was responsible for overseeing the legal team, managing contracts, and ensuring compliance with relevant laws and regulations. This experience allowed me to further develop my leadership and management skills, while also gaining a deeper understanding of the legal operations of a growing tech company. Previously, I worked as a paralegal at Dubai Aerospace, an aircraft leasing company, where I gained invaluable experience in aviation law. With a proven track record of providing exceptional support to attorneys, managing multiple projects, and producing high-quality work, I am confident that I can make a valuable contribution to any legal team.

Education

- Law Society of Ireland, 2020-2021: Postgraduate Diploma in Corporate Law and Governance.
- Lawschool.ie, FE-1 Preparatory Courses in 8 FE-1 subjects (Passed all 8).
- National University of Ireland Galway; 2012-2016: BA in History & Geography.
- St. Mary's College; 2007-2012: Leaving cert points: 460.

University Involvements

- Represented the NUIG surfing team at the intervarsity championships.

Work Experience

November 2021-Present: Brightflag: **Paralegal**

- Took over the running of the legal department (for one year) within three months of starting the role after the Director of Legal went on maternity leave;
- Manage the Customer/Vendor contracting processing end to end (review, drafting, negotiation);
- Strategize as to how to improve the functions of the legal department (in particular the customer contracting process);
- Assist with compliance matters (most recently researched issues surrounding AI tool usage and implemented company guidelines around this);

- Coordinate with various stakeholders across the business to assist with data privacy, employment and risk management matters.

October 2020-November 2021: Brightflag: **Senior Legal Analyst**

- Manage a team of Analysts.
- Generate and report on weekly metrics.
- Conduct analyst training.
- Work closely with customer support in order to resolve client/vendor issues.

August 2019- July 2020: Arthur Cox: **Capital Markets Paralegal**

- Carrying out legal research on a wide range of areas, including capital markets industry data and securitisation legislation, amongst other areas.
- Drafting board minutes, legal opinions, and various other legal documents.
- Managing process of listing notes on the Vienna Stock Exchange.
- Conducting due diligence.
- Making security filings with the CRO.
- Managed NDA negotiation process for a large bank, dealing with a large amount of parties.
- Liaising with clients and corporate service providers.
- Setting up and organising data rooms.
- Working under time pressure and strict deadlines while maintaining the highest level of quality.
- Managing competing priorities daily.

June 2019-August 2019: Dubai Aerospace Enterprise (DAE Capital): **Paralegal**

- Prepare and present monthly internal reports to CLO and legal leadership team.
- Responsible for maintaining data base of core transaction documents.
- Responsible for storing and indexing core original transaction documents.
- Managing legal ebilling and analytics software.
- Answering law firm invoicing queries.
- Liaising with transaction attorneys on a wide range of issues.

January 2018-June 2019: Brightflag; **Senior Legal Analyst**

- Promoted to senior legal analyst within six months.
- Responsible for developing and managing the legal analyst training programme.
- Manage a team of analysts.
- Review retainer agreements to identify specific areas where clients can reduce costs.

Sporting Achievements

- Winner of the Sea sessions bodyboarding competition.
- Second place in the Sligo Billabong open.
- Third place on the Irish bodyboarding tour on two occasions.

Voluntary activities

- **Literacy support mentor**, Suas paired reading programme March 2018- June 2018.
- **Computer literacy tutor**, Transition year computer literacy programme for elderly people.

References available on request.