2 Mountpleasant Square
Ranelagh
Dublin 6

Friday 14 September 2018

Byrne Wallace
88 Harcourt Street,
Dublin 2

**Re: Daniel Dorrington – Application for the Position of Trainee Solicitor**
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Dear Sirs,

I refer to the above, I should like to apply for this post and in respect of same enclose herewith this covering letter my Curriculum Vitae.

I would like to draw to your attention in my CV, my previous legal business experience with Black & Co Solicitors, where I worked and gained a good exposure to commercial law, insolvency, commercial property and litigation practice.

I further wish to draw to your attention that I completed my final year history degree while working full time at Black & Co. Solicitors. I had begun my History degree in 2012 and interrupted my studies for several years to involve myself fully in start-up business enterprises, before completing my degree as an external student in 2017-2018. I received a good 2.1 with Honours in History.

I am working toward sitting the Fe-1 examinations, and expect to sit the Company, Contract, Equity and Property examinations in March 2018.

I have excellent academics and references (including one from a reputed Barrister at Law Professor William Binchy, whom I have worked with) and attitude to work and to learn.

I shall hope to hear from you.

Yours faithfully,

*Daniel Dorrington*

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**Daniel Dorrington**

Encl. (1)

**Daniel Arthur Dorrington**

2 Mountpleasant Square
Ranelagh
Dublin 6
0833187718
Daniel.A.Dorrington@gmail.com

Profile

I am a motivated young executive with a varied skillset and strong commercial awareness.

I play soccer in my free time and also I am interested to improve my German language skills.

I aim to pass the Fe-1 Law Society Ireland examination, sitting for the first time in March 2019.

Experience

**CDB Aviation (Aircraft Lessor)** – **Temporary Job Role: August-Sep 2018**

* Reported to Senior Vice President Legal to assist with:
* Liaising with outside counsel in the preparation for execution of contracts for aircraft leases, sales and purchases, portfolio financing
* Liaising with relevant company stakeholders on litigious matters requiring to serve lessees with such Notices as required
* Liaising with outside counsel in relation to the preparation and execution of corporate governance documents

**GVA Donal O’Buachalla (Real Estate Consultancy) – Temporary Job Role: July-July 2018**

* Assisted Managing Director with Master Services Agreement preparatory documentation
* Worked on property Lease renewal Heads of Terms for major worldwide fast food franchisee outlet
* Prepared 70-page Report for real estate offering following CPO

**Black And Company Solicitors, Dublin, June 2017 - March 2018: Legal Executive**

* Reported to and worked directly with Managing Partner. Often client facing
* Took meeting minutes’, researched appropriate points of law, drafted and proof-read documents and prepared Briefs for Counsel
* Worked on a variety of legal matters including but not limited to commercial contracts (company mergers and acquisitions, formative start-ups, demised lands), wholly litigious matters, commercial real estate & conveyancing and some family law practice
* Worked in a sales capacity to introduce new clients to the practice, and likewise, endeavoured to enhance the services the practice provided to its existing client base. I was the outstanding performer in new business terms
* Redesigned the practice’s website (although it is not yet live), using WordPress, with which I am professionally skilled.

**B&Q – Head Office, Southampton, 2016-17: Quality Assurance Contract**

* Reported directly to B&Q head of ‘in-store’ department
* Worked as a part of a tight-knit 4 man team that instituted a ‘big data’ driven project
* ‘Smart-Space’ was the name of the undertaking to quantatively survey all B&Q UK stores to produce in-store maps that were then analysed against key sales (and other) data metrics to refine by category, in-store product location placement rationale
* In my role I liaised with quantative surveyor project manager counterpart to ensure that all maps delivered were store accurate and complete data sets
* I also worked directly with the dataset maps using ARCGIS software for reporting and analysis purposes.

**Roaming Innovation, Barcelona, 2013 – 2015: Business Development Manager**

* Telecommunications MVNO ‘Chillisim’. **Start up.** Reported directly to Sales Director and CEO
* Achieved the increase of combined accounts revenue streams in Barcelona by 300% pcm.
* Travelled extensively to represent company and grow sales corridors in Spain, Malaysia, Netherlands, France et al.
* Relocated to Barcelona for a period of six months in Summer 2014 and grew sales accounts from 3 to 10

**Brincotel Money Transfer, Southampton, 2013-2015: Data and Finance Controller & Compliance Officer**

* Money Remittance Small Payment Institution SPI. **Start up.** Reported directly to COO and CEO;
* Front end point of sale (POS)
* Tallied cash against daily foreign exchange (FX wholesale and retail) rate(s) and banked cash, usually in the amount of circa $50,000 per session. Ensured safe receipt and monies released to transferee beneficiaries living in (predominantly) India and Philippines
* Prepared company Compliance Manuals in partnership with a Consultancy firm for the compliant trading of FCA regulated money – remittance activity
* **Maintained back office company ledgers and ensured all remittances traded were compliant with UK Financial Conduct Authority Regulations as per the company Compliance Manuals.**

**Southampton Seafarers Centre, 2010-2012: Key Holder**

- Assisted Seafarers of various nationalities in any way I could. Visited ships that docked in Port Southampton to offer welfare service provision.

Formal Education

**Cardiff University, B.A (Hons) History: 2012-2014 & 2017-2018**

* II:I with Honours

**Barton Peveril Sixth Form College, A levels: 2012**

* AQA Baccalaureate (Law & Critical Thinking) – **Merit**
* English Language – **B**
* Extended Project (Law) – **A**
* Law – **C**
* History – **A**
* Politics AS level - **C** *NB\* (I graduated with a score of* ***118/120*** *in my final year History A Level examination which ranked among the top scores in England).*