

## **Lorraine Kelly**

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### **Third Level Education**

Bachelor of Corporate Law, National University of Ireland Galway (2018 – 2022)

**Overall Result: 1:1**

**Final Year Result: 1:1** (Class Ranking: 4<sup>th</sup> out of 58 students)

Modules Included: Employment Relations (80) Family Law II (77) Taxation II (76) Alternative Dispute Resolution (74) Clinical Placement (72) Environmental Law I (72) Environmental Law II (71) Evidence (70) Banking Law (68) Family Law (65) Legal & Business Ethics (65) Taxation 1 (59)

**Third Year Result: 2:1** (Class Ranking: 3<sup>rd</sup> out of 59 students)

Modules Included: Criminal Law II (72) Applied Microeconomics (71) Industrial and Intellectual Property Law (70) Health and Safety Law (70) Labour Law II (68) Land Law II (68) Global Marketing (68) Equity I (66) Labour Law I (64) Equity II (63) Land Law I (61) Criminal Law I (60)

**Second Year Result: 2:1** (Class Ranking: 16<sup>th</sup> out of 86 students)

Modules Included: Legal Essay (78) Macroeconomics for Business (77) Entrepreneurial Venture Development (71) Company Law II (70) Marketing Principles (68) Business Finance (67) Microeconomics for Business (59) Management (57) European Union Law II (66) Commercial Law (63) Company Law I (62) European Union Law I (61)

**First Year Result: 2:2** (Class Ranking: 25<sup>th</sup> out of 89 students)

Modules Included: Introduction to Financial Accounting (64) Introduction to Management Accounting (63) Constitutional Law (58) Tort Law (56) Spanish (53) Contract Law (50) Irish Legal Systems (50) Legal Methods and Research (40)

### **FE1 Results**

**March 2023:** Company Law (57) Constitutional Law (57) European Union Law (59)

**October 2023:** Equity (63) Contract Law (50)

### **Second Level Education**

Coláiste na Sceilge, Caherciveen, Co. Kerry (2012 – 2018)

**Leaving Certificate:** 474 Points

### **Work Experience**

**June 2022 – Present: Legal Secretary - Comyn Kelleher Tobin LLP, Co. Cork**

Sole secretary for an award-winning Partner in the medical negligence department reporting to high profile clients such as the HSE and the State Claims Agency. Responsibilities included the drafting and lodging of all High Court pleadings including Notices of Motion, Affidavits, S.I. 391s, Notice and Replies to Particulars, the preparation of discovery alongside the assembling and distributing of briefs.

Sole secretary for a Partner in the childcare department working on behalf of the Child and Family Agency. Responsibilities include the assembling, lodging, and serving of applications, Notices of Re – Entry and Care Orders pursuant to the Childcare Act. Ensure the issuing of reports for Court and

the maintenance of a court schedule and files to maximise efficiency. Additional work carried out in the family law department to include drafting Affidavits of Means, vouching documentation and Pension Adjustment Orders.

### **January 2022 – May 2022: Student Tax Advisor – NUIG Tax Clinic, NUI Galway, Co. Galway**

Listened and communicated with students on their tax affairs and provided effective solutions for issues. Distributed information on the revenue system, assisted with income tax returns, and spread awareness in relation to applicable tax credits and allowances owing to students.

### **June 2019 & June 2020: Accounting Intern - PSC Accountants & Advisors, Co. Kerry**

Collaborated with senior accountants to successfully complete accounts. Tasks included data entry, preparing financial statements such as income and expenditure accounts, petty cashbooks, general ledgers and balance sheets.

### **May 2016 – August 2019: Customer Service Representative – FEXCO, Co. Kerry**

Answered up to 150 customer calls a day on behalf of Aer Lingus. Reassured customers on the status of their flights in the event of cancellations and delays by offering solutions. Promptly addressed and solved customer complaints restoring their trust in the airline and ensuring client satisfaction.

## **Skills Profile**

**Organisational and Time Management** - Working full time as legal secretary in a high pressurised environment whilst completing FE1s has ensured my approach to work is analytical, meticulous, well informed and highly organised guaranteeing all tasks are efficiently completed to a high standard whilst meeting multiple deadlines.

**Innovation and Collaboration** – Stellar skills showcased whilst Treasurer of NUIG's Law Society during the Covid – 19 pandemic whilst acting rapidly and innovatively thinking as a team to radically overhaul the delivery of services to meet the needs of members.

**Commercial Awareness** – Developed natural habit to remain up to date with current affairs, assess potential risks, prepare and mitigate same having been immersed from a young age in family's construction business. Witnessed positive impact of commercial awareness on productivity with extensive work experience across multiple sectors.

## **Achievements**

- Completed the 54321 Challenge for a charity in Co. Kerry, Skellig Stars.
- Received NUIG's Employability Award 2020.
- Obtained NUIG's Seas Suas Suicide Prevention Certificate.
- Received the Royal Irish Academy of Music Honours Grade VII Certificate in Piano.
- Received the Scrudú Ceol Tíre Honours Grade 6 Certificate in Fiddle.
- Awarded Áonad Student of the Year whilst in Coláiste na Sceilge.

## **Interests**

- Outdoor enthusiast passionate about hiking, kayaking and swimming. Regularly take part in triathlon and swimming charity events such as Coldtober and Coldvember.
- Member of Iveragh Athletics Club and have obtained gold and silver at provincial level in both cross country and track, continue to compete in half – marathon events.
- Member of Waterville Golf Links and captained the Girls Team during the years 2015, 2016, and 2017. Highlight winning silver at provincial level in a school's tournament.

**References available upon request**