

# Matthew Keane

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## PROFILE

Final-year Bachelor of Laws (LLB) student at Maynooth University. Part-time legal secretary at Mary Cowhey & Co Solicitors. President of Maynooth University's Free Legal Advice Centre (FLAC) society. Qualified Level 3 personal trainer and fitness instructor. Currently seeking to secure a legal summer internship for 2023. Passed the Company Law FE-1 in October 2022.

## EDUCATION

September 2019 – Present

Bachelor of Laws (LLB), Maynooth University

- 4<sup>th</sup> Year Expected Result: Upper 2.1.
- 3<sup>rd</sup> Year Result: 2.1 (66.1%) – Ranked 14/102.
- 2<sup>nd</sup> Year Result: 2.1 (68.8%) – Ranked 12/113.
- 1<sup>st</sup> Year Result: 2.1 (67.7%).

September 2014 – June 2019

St. Patrick's Secondary School, Castleisland, Co. Kerry

- 477 Leaving Certificate Points.

## RELEVANT EMPLOYMENT

October 2022 – Present

Part-Time Legal Secretary, Mary Cowhey Solicitors

- Undertakes administrative and secretarial duties.
- Tasked with completing dictations, which include drafting letters, organising title documents for contracts of sale, writing cheques, and scheduling meetings with clients.
- Other tasks include photocopying, scanning, and filing.
- Gained in depth knowledge of the CORTbase system.
- Responsibilities include completing work within tight timeframes, exercising diligence and accuracy when completing dictations and maintaining confidentiality.

June 2020 – September 2020

Legal Assistant, Cashell Solicitors

- Undertook secretarial tasks, which included drafting letters and emails, scanning documents and organising paperwork for court.
- Gained wide experience in Employment Law, Family Law and Conveyancing.
- Filled out Workplace Relations Commission (WRC) complaint forms.
- Carried out research for a District Court criminal case to identify the legislation applicable to the client's case.
- Took responsibility for the work being done and ensured proper care and diligence when completing tasks.
- Attended court hearings and shadowed consultations.
- Exercised excellent communication and organisational skills and demonstrated strong critical thinking and research skills.

## **KEY ACHIEVEMENTS & SKILLS**

- **President of Maynooth University's FLAC (Free Legal Advice Centre) Society.**
  - Tasks include organising committee meetings, legal advice clinics, student events, training sessions, collaborations with other university societies, and overseeing tasks given to committee members.
  - Many events have been planned for the academic year. These events include panel discussions on travellers' rights in Ireland, same-sex parenting and modern families in Ireland, and refugee law.
- **Accepted onto the Law Department's Laureate Award Programme at University.**
  - This programme allows selected candidates to receive consultations with PhD students and university lecturers on academic research skills such as essay writing and research skills.
- **Negotiation Officer for Maynooth University's Law Society in 2021.**
  - Tasked with organising the Annual Negotiation Competition.
  - This role demanded strong organisation, public speaking, and teamwork skills.
  - It was an enjoyable event for all and received widespread praise from lecturers and practitioners.
- **Qualified Level 3 Personal Trainer and Gym instructor.**
  - Provides fitness classes to groups and 1:1 sessions with private clients.

## **OTHER EMPLOYMENT**

**May 2015 – September 2022**

**Labourer and Bookkeeper, Keane Plastering**

- Brought tools and supplies onto building sites.
- Cleaned up the working area at the end of the day to maintain clear and safe working conditions.
- Accounted for the income and expenditure of the business each month.
- Tasked with accumulating figures and keeping track of spending.

**May 2022 – September 2022**

**Personal Trainer, Knocknagoshel Gym**

- Supervised the gym floor at peak workout times and ensured that workout areas were not overcrowded.
- Monitored new gym members to prevent danger and injury while using gym equipment such as treadmills, benches, and weights.
- Carried out risk assessments on new clients to identify strengths, weaknesses, and areas needing approval from a health practitioner before exercise could commence.
- Instructed group circuit training classes teaching cardiovascular, core and resistance exercises.
- Exercised leadership and motivational skills to make clients reach the best of their ability.

**May 2021 – June 2022**

**Domestic Staff, Psychiatric Ward, University Hospital Kerry**

- Deep-cleaned patients' bedrooms and bathrooms in compliance with HSE standards.
- Hoovered and mopped ward corridors to control dust and reduce the risk of slippage and patient injuries.
- Took instructions from nursing staff and completed tasks when requested.
- Maintained confidentiality with respect to patients on the ward.

**REFERENCES AVAILABLE ON REQUEST**