

# **Curriculum Vitae**

## **Personal Details**

**Name:** Amy Kelly

**Date of Birth:** 17/10/94

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## **Summary:**

- Currently in final year corporate law at NUIG, Galway.
- Looking for summer internship to build experience in chosen field.
- Previous summer jobs / work experience, in commercial and hospitality.
- Customer focused, trustworthy, dedicated, reliable and hard working.

## **Education:**

### **Primary and post-primary**

Sacred Heart Language College, Harrow, London, UK.

Newtown School, Waterford, Ireland

The Institute of Education, Dublin

### **3<sup>rd</sup> level**

National University Of Ireland Galway

Completed 1 year in Bachelors of Commerce then changed to Corporate Law.

Currently in final year of Corporate Law.

### **Modules currently studying:**

Law modules: Constitutional, Tort, Contract, legal methods and research, Company, Commercial, EU, Labour, Legal & Business Ethics, Consumer & Policy Law, Applied Legal Theory, Property, Banking, IT law.

Business: Economics, Financial & management Accounting, Marketing, Management of organisational change, Business Finance, Buying Analysis, Employment Relations and Global Marketing

## **Skills:**

- Microsoft Office ( Word, Excel, PowerPoint )
- Computer Skills ( General )
- People skills - Customer Service / Telephone

- Administration / Filing
- Team player

### **Legal Experience:**

**Barry Doyle & Co, Dublin** – Undertaking legal research and helping to draft a comprehensive review and report on seminal European and Irish judgments on Environmental Impact Assessment for use by the firm in litigation and advisory work.

**Shearman Bowen & Co, London**- I assisted a partner in drafting legal documents, conducting research, preparing files, summarising lengthy material.

During my experience I also attended client meeting's, court and prison visits.

I assisted the in-house counsel in drafting client timelines and visiting courts. Southwark Crown Court, the Old Bailey and Blackfriars Crown Court. I also assisted one of the partners in visiting clients in HM Wandsworth prison as well as video calls from the old bailey.

### **Employment History:**

- Castle Pub Harrow, London – Waitress, I interviewed and secured this job 3 years ago. I work in the pub during the summer and Christmas periods. My main duties include taking orders, serving food and beverages to customers. Working in a team especially ensuring communication between the kitchen and front of house staff.
- Berkeley Square Hairdressers, London- Assistant, I secured this job when I was 16 for the summer periods. My duties included assisting the hairdressers, cleaning, shampooing hair.
- Hotel Alter Packoff, Germany- Waitress, Transition year work experience, my friend and I went over to Germany to try to learn the language and earn a bit of pocket money. Main duties involved helping set out the breakfast buffet, and serve food for the busy lunch and dinner service.
- Shaftesbury School London-Teacher Assistant, I secured this job at 15, I assisted the administration staff in sorting out files and placing them in chronological order. I also assisted teachers at lunch time duty and for sports classes.

### **Interest and hobbies:**

Playing hockey and doing gym work in my spare time.

In transition year I carried out some volunteer work.

### **References:**

Maeve Larkin

Barry Doyle & Co

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Robin McMichael

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