**Curriculum Vitae**

**Ben Kennedy**

49 Belmont Avenue, **Date of birth 18/10/1991**

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**EDUCATION:**

**Third level:**

Currently The Final Examination - First Part (FE-1)

 Law Society of Ireland

September 2014 to August 2015 Master’s degree Property and Information Technology Law

September 2010 to August 2014 Business and Law (BBL) degree

**Secondary**:

September 2004 to May 2010 St.Conleth’s College, Ballsbridge

Junior and Leaving Certificate

**WORK EXPERIENCE:**

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| **Duration** | **Employer** | **Job Title** |
| October 2014 – May 2015 | UCD Library, Dublin 4 | Library Facilities Assistant |
| * Opening and closing the Library.
* Dealing with client inquires.
* General Library facilities maintenance.
* Monitoring security and library access points.
* Asked by Manager to return for a second term.
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| February 2015 – May 2015 | UCD Sutherland School of Law, Dublin 4 | Tutor in Criminal Law |
| * Took on course tutor role at request of course lecturer.
* Preparing and running tutorials for the ‘Criminal Offences and Defences’ Module.
* Teaching three groups of undergraduates on topics selected by the module coordinator.
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| Sep 2009 - Present | Mundipharma Pharmaceuticals Ltd., Dublin 18 | Office Administrator (Temp) |
| * Data input, filing, dealing with customer queries,
* Customer mailing list coordination,
* Reception work,
* Preparing delegate packs for customer meetings and assisting at sales meetings.
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| Summer 2013 | St. Mary’s Tennis Club, Dublin 4 | Supervisor |
| * Part-time bar work
* Duties included sales, stock management, cashing-up, opening and closing the premises
* Summer work as a co-ordinator of a children’s Summer camp.
* Responsible for the safety and well-being of groups of twenty children.
* Overseeing work of three assistants.
* Requested to work for additional Summer camp
 |
| Jun 2013 – Jun 2013 | Gleeson McGrath Baldwin Solicitors, Dublin 2 | Legal Assistant internship |
| * Researching and collecting information on cases.
* Assisted in the preparation of briefs for counsel.
* Ensuring safe and on time delivery of documents to the District and High Courts
* General office administration tasks, filling and data input.
* Internship extended at request of the firm.
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| Sep 2010 – Jun 2013 | St.Conleth's College Senior School, Dublin 4 | Debating Coach (Part Time) |
| * Teaching one debating class per week with first year students.
* Preparing Junior and Senior teams for debating competitions.
* Adjudication of inter-school debating competitions.
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| Jul 2012 - Jul 2012 | Brophy Gillespie Accountants, Dublin 14 | Internship |
| * Primary task: assisting in compliance testing for a section 481 special purpose company to ensure all expenditure was properly incurred and was spent properly in accordance with Irish tax legislation.
* Additional tasks: Data input and filing.
* Initial two week internship was extended on special request for an additional two weeks to assist in completing a second section 481 compliance test.
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| May 2012 - May 2012 | Mundipharma International, Cambridge | Legal Assistant internship |
| * Preparing confidentiality agreements
* Advising on website design legal compliance
* Advising on product design compliance,
* Examining intellectual property rights for a new product in various markets.
* Drawing up of standard operating procedures to meet compliance requirements.
* Participated in meetings which examined the core values of the company.
* Involved in sales and marketing meetings as an assistant legal adviser.
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**ACHIEVEMENTS:**
Glo-Bus (business strategy simulator) 1st place in UCD and joint 1st place Worldwide (2845 teams from 166 colleges) 2013.

All-Ireland senior debating team semi-finalist in 2009.

All-Ireland senior debating individual semi-finalist in 2008.
International Competition for Young Debaters (Cambridge University) 2007.
International Competition for Young Debaters (Oxford University) 2006.
An Gaisce -Bronze recipient (The President's Award).
St.Conleth's senior basketball team, Leinster champions.

**Interests:** Basketball, Fitness and Health, History, Hiking, Travel.

**References and certificates available on request**