**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. | | | |
| 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. | | | |
| 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. | | | |
| 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. | | | |
| 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. | | | |
| 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. | | | |
| 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. | | | |

**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**