

Ciara Kearney

Legal Analyst at Brightflag and FE1 Candidate

A Business and Law Graduate and FE1 Candidate, with three years' experience in a specialised Probate Law firm, as a Legal Assistant and Apprentice to Anne Stephenson Solicitor.



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0871725789 📞

Dublin, Ireland 📍

linkedin.com/in/ciara-kearney in

WORK EXPERIENCE

Legal Analyst Brightflag

05/2021 - Present

Dublin, Ireland

A legal tech start up delivering valuable AI-powered solutions to high-profile legal departments in the corporate sphere.

Achievements/Tasks

- Classifying invoice data to improve AI accuracy.
- Generating savings and reports to highlight inefficiencies in client's legal spend.
- Implementing and analysing client billing guidelines.
- Outlining ideas and suggestions to improve and develop the Brightflag software.
- Cooperating with other internal departments to ensure client's needs are met.

Legal Assistant Stephenson Burns Solicitors

05/2018 - 05/2021

Dublin, Ireland

Specialist Law Firm – Experts in Succession Law & Conveyancing.

Achievements/Tasks

- Supporting solicitors in managing caseloads and drafting/preparing the legal documentation required for various cases.
- Meeting and corresponding with clients and liaising with barristers and other professionals.
- Contributing to the biannual Stephenson Burns Seminar through the review of materials, the creation of PowerPoint presentations, management of the delegate list and delegate payments.
- Making tax returns on ROS for both the office and as an agent on behalf of clients.
- Attending the Four Courts and the Probate Office as a representative of the firm.
- Monthly reconciliations of the Office, Client and VAT accounts and the preparation of said accounts for biannual returns.

Contact: Anne Stephenson - office@stephensonburns.com

Senior Sales Specialist, Key Holder and Senior Administrator

Ted Baker Plc (Both European & North American Locations)

11/2015 - 08/2018

Achievements/Tasks

- Responsible for the supervision, management and coordination of the sales team in a collective and collaborative effort to achieve high sales and to maintain excellent retailing standards.
- I provided administrative back office assistance, completing weekly sales reports for all of the Ted Baker stores throughout Ireland as required by London head office.
- Chosen as Brand Ambassador for Ted Baker Plc for visit to Head office in the UK.

Contact: Lorraine Ivers - iverslorraine@gmail.com

SKILLS

Microsoft Word

Organisation Skills

Excel

Outlook

Communication Skills

PowerPoint

Quickbooks

ROS

EDUCATION

B.Sc. Business and Law Degree, grade awarded – 2.1 Technology University Dublin (TUD)

09/2015 - 06/2019

Dublin, Ireland

Courses

- All eight FE-1 subjects covered along with Jurisprudence, Evidence Law, Management Accounting for business decisions and International management.
- Final Year Applied Project Title: "The Principle of Work-life Balance and its Impact on the Female Solicitor".

ACHIEVEMENTS

FE-1 Examinations (03/2021 - Present)

European Union Law, Tort Law, Property Law, Equity Law and Criminal Law successfully obtained. Undertaking the final three examinations in October 2021.

Secretary of The Law and Debating Society (TUD) (09/2017 - 06/2018)

Responsible for liaising with the all members of the committee regarding the general activities and objectives with a view to supporting the overall smooth functioning of the association.

INTERESTS

Baker for 'Consider it Cakes', a charity providing baked goods for children in Direct Provision and the homeless.

All Ireland Figure Dancing Champion & Irish Dancing Teacher in a local Gaelscoil.

REFERENCES & CLIENT TESTIMONIALS

References Available on Request.

"Fast, intelligent, attentive, professional and kept me on point with her notes."

"Ciara has a lovely way with clients, which is so rare but so important."