**Ciara Kelly**

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**Education**

**Bachelor of Business and Law, University College Dublin 2:1- 3.42 GPA 2017-2021**

 Law Results:

 Legal and professional Skills A+

 Criminal Offences and Defences A-

 Contract: Formation A-

 Property Law 1 A-

 Contract: Vitiating Factors B+

 Nominate Tort B+

 EU Economic Law B+

 EU Constitutional Law B+

 Constitutional Law B+

 **Presentation College Athenry, Galway CAO Points: 521**

Business (H) H1

French (H) H2

Geography (H) H2

English (H) H3

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**Work Experience**

**UCD Student Legal Service: Chairperson April 2018- Current**

* Organise and work with a committee of 16 people using our annual budget to coordinate events that guide students with legal issues.
* Chair monthly committee meetings, liaise with the society’s council and organise academic and social events for over 250 society members
* Responsible along with the committee for the organization of the negotiation competition involving participation from over 70 UCD students, Irelands only Student legal convention, constitutional and tort revision workshops and speed networking with various law firms as well as many more events
* Assisting in the planning for the very successful Law and Business and Law charity day in UCD where last year over 3000 euro was raised for the charity Jigsaw.

**UCD Student Legal Service: Clinic Volunteer September 2018- Current**

* Participated in training sessions on employment, consumer and tenant law as well as a workshop on clinical skills.
* Volunteered at various free legal clinics on UCD’s campus and provided students with legal advice

**UCD Student legal Service: Public Relations Officer May 2017-April 2018**

* Maintained the vital link between the SLS and the UCD student body.
* Promoted the society and its events throughout campus through its social media pages and organised postering for the society when required.

**UCD Sutherland School of Law Class Representative September 2017-May 2019**

* Communicated with my classmates on problems they are having and worked effectively and efficiently to relay this to the law school management.
* Aided in improving the law school and ensuring that the day to day running of the school benefited everyone.

**UCD Student Ambassador May 2019- Current**

* Represent UCD at large external events such as Higher Options, the National Ploughing Championships, Regional Careers Fairs and more.
* Provide support to university led events and campaigns while working with units from across UCD.
* Act as a point of contact for prospective students looking for information about studying in UCD.

**Additional Experience**

**Front Desk Receptionist at The Maldron Hotel Galway May 2018- May2019**

* Promoted to the reception desk after two years as a server at the 4-star hotel.
* Presented a positive personal image to the customer at all times in person and over the phone, by being welcoming and friendly, ensuring that products and services are explained to the customer at all appropriate times and to confirm all the guest details and information are correct
* Complied with GDPR guidelines

**Server at Stout NYC bar and restaurant Midtown June 2019-August 2019**

**Volunteering**

**UCD Enactus: Events Officer September 2017-May 2018**

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**Skills:**

* *Self-motivation:* I am a self-starter, work on my own initiative and have drive and ambition.
* *Negotiation Skill:* Having acted as a judge in the McCann Fitzgerald negotiation competition I have critically developed my negotiating skills
* *Organisational & Time Management skills:* I have excellent organisational and time management skills which were key to my success in my previous roles.
* *Teamwork:* I have vast experience of working in different kind of teams – and experience of what good teams are made of, what motivates them and how they succeed.
* *Leadership:* I have worked in a variety of leadership roles from my role as chairperson of the SLS to various group projects.
* *Strong IT skills:* Vast experience using Microsoft Excel as well as various in-house operating systems while working in the front office of the hotel. Proficient in both Microsoft Word, Outlook and Powerpoint.

**Interests**

Photography, Golf

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**Referees-** References available upon request