**Claire Kelly**

5 Rye River Mall,  
Dun Carraig,  
Leixlip,  
County Kildare,  
Ireland   
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**Education:**

**St Mary’s Scoil Mhuire Lucan 1998-2006**

**Mount Sackville Secondary School, Chapelizod, Dublin 20 2006-2012**

* Junior Certificate (2009)
* Leaving Certificate (2012) – Points achieved: **470**  
  -English: Honours : A2  
  -Maths: Ordinary: B2  
  -Irish: Ordinary: B1  
  -French: Honours: C1  
  -Biology: Honours: A1  
  -Business: Honours: B1  
  -Home Economics: B2

**Maynooth University, Maynooth, Co.Kildare 2012-2016 (expected)**

* 2012 – Present.

LLB in Law   
Present exam marks: 2.1

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| --- | --- | --- | --- |
| Subject | Year Taken | Result | Optional |
| Contract Law 1 | 1 | 2.2 | no |
| Contract Law 2 | 1 | 2.2 | no |
| Tort 1 | 1 | 2.2 | no |
| Tort 2 | 1 | 2.1 | no |
| Intro to Business and Management | 1 | 2.2 | no |
| Critical thinking for professionals | 1 | 2.1 | no |
| Contemporary issues in management | 1 | 2.1 | No |

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| Introduction to legal sysyems | 2 | 2.1 | no |
| Evidence | 2 | 2.1 | no |
| EU law 1 | 2 | 2.1 | no |
| Administrative Law | 2 | 2.1 | no |
| Criminal Law 1 | 2 | 2.2 | no |
| EU Law 2 | 2 | 2.1 | no |
| Constitutional Law 1 | 2 | 2.2 | no |
| Constitutional Law 2 | 2 | 2,1 | No |
| Legal Skills | 2 | 2.2 | No |
| Criminal Law 2 | 3 | 2.1 | No |
| Land Law 1 | 3 | 2.1 | No |
| Land Law 2 | 3 | 1.1 | No |
| Jurisprudence | 3 | 2.1 | No |
| Equity and Trusts | 3 | 2.1 | No |
| Dispute Resolutions | 3 | 2.1 | No |
| Company Law | 3 | 2.1 | no |
| Moot Court | 3 | 2.1 | No |
| International Law | 3 | 2.1 | No |
| Employment Law | 4 | Result Pending | Yes |
| Tax Law | 4 | Result Pending | Yes |
| Intro to criminology | 4 | Result Pending | Yes |
| Family Law | 4 | Result Pending | Yes |
| Banking and Financial Law | 4 | Result Pending | Yes |
| Transnational Litigation | 4 | Result Pending | Yes |

**Work Experience:**

**Brand Ambassador, The Old Jameson Distillery, Smithfield, Dublin 7. (2012- Present)***Customer service and Hospitality*Responsibilities:- Bartending: mixology  
- Stocktaking daily and nightly of all bars   
- Ensure visitors receive premium and consistent service in accordance with the drinks strategy for each particular brand  
- Cash Handling  
- Demonstrate the versatility of IDL’s whiskey brands.  
-Customer interaction and creating brand awareness.  
  
**Waitress, Rustys Surf Ranch, Santa Monica Pier, Los Angeles (Summer 2015)**   
Customer Service and Hospitality   
Responsibilities:  
- Taking Customer orders  
- Attaining food handler card in order to comply with California State law.  
- Serving food/clearing tables  
- Restocking inventory daily/nightly.

**Receptionist, School of English Leixlip, Captains Hill, co. Kildare (2012-2014)***Customer Service and Administration*Responsibilities:- Cash Handling  
 - Preparation of powerpoint presentations and printing of exams for teachers   
 - Organisation of cultural events  
 - Answering of phone calls and emails in order to make appointments   
 - Supervising and organising of entrance examinations  
-Providing a professional, efficient and proac8ve secretarial service at all times

**Skills:**

* First trained
* FLAC trained and qualified (Free Legal Advice Centre)
* Bronze Medal Gaisce Award
* Computer knowledge: ECDL certificate, knowledge of Microsoft powerpoint, word excel and outlook.
* Trained in manual handling
* Completed fire emergency training

**Additional Information:  
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Make A Wish Foundation**:** worked at and organised charity night in the Old Jameson Distillery where all proceeds went to the charity.1 in 1000- Running VHI women’s mini marathon in aid of cystic fibrosis.

-Other interests: ELSA Ireland treasury committee member.  
Student Affiliate of the Irish Tax Institute.  
Member of the Law Society Committee at Maynooth University.

**References:**

Please contact for both academic and professional references that you require. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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