

Claire O'Brien Kelly

Address: Oakfield House, Pass Road, Redgate, Limerick, Ireland
Email: cobrienkelly@gmail.com
Telephone: 0858747909

Education:

- 2015-2016: **Final Examination - Part 1**, Law Society of Ireland
- Passed
- 2011-2015: **Law (International) (BCL), University College Cork**, Cork
- Second Class Honours, Grade One graduate
- 2013 - 2014 **Law (Erasmus), Charles University in Prague**, Czechia
- 2010-2011: **Limerick Tutorial College**, 12/14 the Crescent, Limerick
- Leaving Certificate- 555 CAO points
- 2005-2010: **Laurel Hill Coláiste FCJ**, Cnoc na Labhras, Limerick

Employment:

August 2016 - Present: **Litigation Executive - Kennedys, Ulysses House, Foley Street, Dublin 1**

Primary Duties:

- legal research
- drafting of insurance reports, attendances and letters, summonses
- compiling briefs
- correspondence with clients, counsel and other solicitor

Skills Obtained:

- drafting skills
- time recording skills
- organisational skills

March - June 2016: **Intern – Keating Connolly Sellors, 7 Glentworth Street, Limerick**

Primary Duties:

- compiling briefs
- legal research
- drafting motions
- administrative duties (photocopying and binding briefs, telephone calls)
- attending court and sitting in on client meetings

Skills Obtained:

- legal research skills
- critical analysis of documents
- administrative skills

June 2015: **Intern – Harrison O'Dowd Solicitors, Estuary House, Henry Street, Limerick**

Primary Duties:

- administrative duties
- drafting discovery summaries
- working in defence litigation

Skills Obtained:

- legal research skills
- basic administrative skills used in office management

2010-present: **Floor Manager - Premier Service Station, Ennis Road, Limerick**

Primary Duties:

- responsibility for handling cash (reconciling daily takings and making cash lodgements)
- floor duties (stock management, operating tills, customer service and hygiene management, etc)
- merchandising of stock

Skills Obtained:

- development of a strong work ethic & the ability to work of my own initiative
- interpersonal and communication skills through interaction with customers
- adjustment and analysis of margin and mark-up has developed data analysis and financial responsibility skills

Skills and Interests:

Language Skills:

- Irish (fluent)

Sport:

Equestrian

- Competed at agricultural and Irish Pony Society shows in a range of competitions, including show-hunter, working hunter & show-jumping
- Involved with both the Clare Pony Club and the Clare Hunt from a young age
- Involved in a number of team related events such as dressage, exhibition ride at the Dublin Horse Show, cross country riding and a number of charity rides

GAA

- Member of Prague Hibernians Gaelic Football Club during my time in Prague

Hockey

- Member of the my secondary school hockey team
- Won the U16A Munster Championship with Limerick Hockey Club

Activities:

- Undertook the Suas Global Issues course from October to December 2014. Gained a broad understanding of development issues and possible solutions.

Academic Achievements:

- International Education Scholarship from The College of Business and Law University College Cork
- Coiste na nDaltaí, Laurel Hill FCJ

References:

Academic Referee

Name: Dr Claire Murray
Position: Lecturer
Address: Law
2.73
Áras na Laoi
University College Cork
Cork
Telephone: 021 490 3809
E-mail: c.murray@ucc.ie

Employer Character Referee

Name: Mr Ronan Hynes
Position: Partner
Address: Keating Connolly Sellors
Solicitors
91 O'Connell Street
Limerick
Limerick
Telephone: 061 414355
E-mail: rhynes@sellors.ie