**Edward Kevin**

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## Education

**September 2017 – May 2019 Masters in Common Law**

 **Sutherland School of Law, University College Dublin**

**September 2012 – May 2016 Bachelor of Arts in History and Political Science**

 **Trinity College, the University of Dublin**

 *Second Class Honours degree awarded 2016*

4th Year: 2.1 2nd Year: 2.1

 3rd Year: 2.1 1st Year: 2.1

**September 2015 – March 2016 Dissertation**

 ‘Implications of the Paranormal in the 1641 Depositions’

 Received grade of 66, Second Class Honours, from external adjudicator

 **Skills Developed**: Independent research, planning, organisation, time management, managing multiple priorities, creativity, work ethic

**September 2006 – June 2012 Blackrock College, Blackrock, Co. Dublin**

 *Leaving Certificate – 580 points*

## Experience & Skills

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| **Beauchamps** | *Legal Intern* | *July 2017* |
| * Gained vital experience working as part of the firm's Insolvency and Corporate Restructuring team, and more generally its Litigation department
* Conducted independent research, prepared documents for court, attended court and internal meetings, liaised with Counsel and contacted service providers.
* **Skills:** attention to detail, international and domestic legal issues, teamwork, legal research
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| **Law Society of Ireland** | *Administrative Assistant* | *June 2017 – September 2017* |
| * Based on competencies demonstrated on the Calcutta Run, I worked as part of both the Traineeship Section in the Education Department and the Finance/Administration Department
* In Traineeship I kept an accurate account of incoming student applications, entered their data correctly into the online system and appropriately recorded Indentures between Trainees and their Training Solicitors
* In Finance/Admin I assisted with the processing of invoices and conducted large-scale filing duties. I also completed an update of the Law Society's Five-Year Financial Plan, and engaged with the Risk Management Officer on Insurance claims.
* **Skills:** data entry, Excel, keeping accurate records, teamwork, initiative
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| **Law Society of Ireland** | *Calcutta Run Assistant* | *February 2017 – May 2017* |
| * Initially part-time and later full-time role assisting with the organization of a large-scale charity run and cycle event involving 1300 participants drawn from across the legal profession in Ireland
* Involved data entry, drafting copy, attending meetings, keeping accurate records. preparing packages to be sent to participants, support on the day of the event, and counting money raised
* **Skills:** teamwork, attention to detail, initiative, working in a pressurized environment, handling cash
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| **Tivoli Theatre** | *Theatre Usher* | *October 2016 – February 2017* |
| * Part-time position in which I was tasked with preparing the theatre and backstage through tidying and cleaning, welcoming audiences, showing people to seats in theatre and generally ensuring a high level of service
* **Skills:** teamwork, high standards of cleanliness, customer service, working with children
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| **Dublin University Choral Society** | *Minutes Secretary*  | *April 2015 – May 2016* |
| * Elected as member of committee with responsibility for compiling and distributing minutes of meetings
* Performed a re-organisation of the society’s records dating to 1837, which had been untouched for several decades
* **Skills:** Organisation, independent working, attention to detail, teamwork, responsibility, initiative
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| **Trinity College Voluntary Tuition Programme** | *Primary School Tutor**Session Co-Ordinator* | *September 2013 – May 2016**March 2015 – May 2016* |
| * Working one-on-one with Primary School students (9-11 year olds), assisting them with academic problems and broadening their horizons as regards 3rd level education
* **Skills**: Interpersonal, patience, ability to explain concepts, working with children

After two years of tutoring I had shown aptitude and commitment to the programme, and was chosen to co-ordinate a tutoring session in St. Andrew’s Resource Centre on Pearse St.* Involved contacting and co-ordinating with parents of primary school students, volunteer tutors from Trinity and the volunteers from St. Andrew’s Resource Centre
* **Skills:** Interpersonal, organisation, leadership, teamwork, problem-solving
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| **Blackrock College Class of 2012** | *Valedictorian* | *May 2012* |
| * Chosen as the winner of a debate by a panel of judges to give a speech at two major school events, Graduation and Prize Day
* Wrote and presented a speech for 15 minutes in front of several hundred people comprised of staff, parents and students
* **Skills:** Public speaking, speech-writing, confidence, sense of humour, communication
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**Hobbies and Interests**

* Sport – avid follower of golf, football, rugby and motor-racing, and I love to play golf and run
* Music – Play piano to Grade 8 exam standard and enjoy singing as part of choir, listen to a wide variety of music
* Politics – maintain interest in global and domestic current affairs, informed by my undergraduate study of Political Science