

Elizabeth Keyes

ekeyes10@gmail.com, 0870672166, [Linkedin](#)

Legal Executive to the Managing Partner at one of Irelands leading defence litigation firms. Maynooth University Graduate with a **2.1 Bachelor of Civil Laws and Business Studies Degree (BCL)**, seeking a legal Training Contract. Tenacious and ambitious individual, having varied experience ranging from a top corporate environment to a general legal practice environment.

EXPERIENCE:

Hayes McGrath Solicitors LLP (Dublin 2)

Hands-on experience in a mid-sized firm. A fast-paced working environment allowed me to demonstrate that I work well under pressure. Primary duties include:

- Briefing counsel for high court and circuit court litigation cases;
- Organising liability consultations with counsel and relevant experts;
- Arranging appointments and inspections (medical and otherwise) necessary for obtaining defence documentation;
- Filing court pleadings and serving same;
- Core member of the Opening Team, overseeing the opening of all new files received by the firm and collating the information in an efficient manner for ease of access.

Thomasina Connell & Company Solicitors (Portlaoise, Co. Laois)

Key experience in a General Practice firm, specialising in Family Law, Personal Injuries, Conveyancing and Probate. My duties as Legal Executive included;

- Completing and submitting applications to PIAB, Obtaining & Perusing Medical Reports, Corresponding with PIAB;
- Drafting Court documents, filing with the Portlaoise Courthouse and serving same;
- Scheduling Title Deeds and preparing closing schedules for conveyancing;
- Legal assistance - witnessing, typing, briefing counsel, assisting in prison visitations to Portlaoise and Midlands Maximum Security Prisons;
- Submitting Legal Aid documentation to the Legal Aid Board and claims for same;
- Face to face interaction with clients.

Comgest Asset Management International Limited (Dublin 2)

I acquired a spectrum of invaluable skills from my 12-month position as a legal Intern with Comgest Asset Management International Limited. I assisted the in-house legal department on tasks such as;

- Maintaining of foreign registration requirements for funds in EU jurisdictions including production, maintenance and dissemination of Key Investor Information documents
 - Reviewing and updating of company product prospectus;
 - Reviewing, drafting, amending and terminating client contracts where necessary;
 - Performing regular client compliance checks.
-

EDUCATION:

- **Law Society of Ireland:**
FE1 Exams: **Contract, Equity, Property, EU and Tort** – Passed
Constitutional, Company, Criminal – Sitting in November 2020
 - **Maynooth University**
Bachelor of Law and Business (BCL) – 2.1
 - **Heywood CS Ballinakill, Co. Laois**
Leaving Certificate - 6 honours
-

INTERESTS:

- Classical Ballet, excelled in all 8 Royal Academy of Dance Ballet exams.
- InterVarsity Debating and public speaking
- Cross country running
- Volunteering:
 - Barretstown Ambassador
 - Meitheal Youth Leadership Advocate
 - Irish Cancer Society Fundraiser
 - Pieta House (top 100 individual fundraisers in May 2018)

SPECIAL ACHIEVEMENTS:

- 7 years as a passionate Meitheal Leader with the Meitheal Leadership Programme, instilling teamwork and leadership skills and community values into the young people of Ireland
 - Distinction in Communications award
 - Bronze and Silver Gaisce awards
 - Highest overall mark in my final year Strategic Management business project, earning a 1st class honours in same and in Business overall in my final year of my degree.
 - Vocational Dance Award having completed my 8th and final RAD Ballet exam.
-

REFEREE'S:

Available on request.

APPENDIX:

Modules Studied in my degree:

| | <u>Law</u> | <u>Business</u> |
|---------------------|---|---|
| First Year: | Contract Law Tort Law Company Law Introduction to the Irish Legal System | Marketing and Sales Management and Teams Macroeconomics Microeconomics Quantitative Analysis Organisational Behaviour Business Landscapes |
| Second Year: | Constitutional Law Criminal Law Administrative Law Law of Evidence European Union Law | Project Management International Business Operations and Supply Chain Management Financial Accounting Marketing Management Management Information Systems and I.T. |
| Third Year: | 12-month work placement at Comgest Asset Management International Limited | |
| Final Year: | Land Law Equity and Trusts Family Law Media Law | Strategic Management Strategic Human Resource Management Strategy Simulation Managing IT for Business Corporate Social Responsibility Negotiation and Dispute Resolution |
