

ELLA KELLY CV

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EDUCATION

- 2020 Passed 6 FE-1 Exams (Law Society of Ireland)
Due to sit final 2 exams in November 2020
- 2015 – 2018 Maynooth University, Maynooth, Co. Kildare.
BCL Law and History Degree
Result: 2.1 Honours – 67%
Results include Jurisprudence–73% Administrative Law-73%,
Constitutional Law-70% Tort Law-68% Company Law-67% Equity and
Trusts-67%
- 2009 - 2015 Coláiste Íosagáin, Portarlinton, Co. Laois.
530 Leaving Cert points
Including an A1 in Geography, an A2 in Home Economics, a B1 in
English and History, and a C2 in Higher Level Maths

ACADEMIC ACHIEVEMENTS

Ranked 1st in Final Year BCL (Law and Arts) class, 2018

Received Summer Undergraduate Research Internship with History Department of Maynooth University, which took place in the Royal Irish Academy (2017)

Maynooth University Entrance Award (2015)

EMPLOYMENT

July 2019 - Present **Office of the CEO, HSE**

Grade V Administrator

- I work in the CEO's PA office, dealing with correspondence to and from the CEO. This involves having a strong knowledge of the health service in order to ensure that correspondence is referred to the right division to deal with.
- I also help in the management of the CEO's diary, ensuring that meetings and events are organised. This involves liaising with both internal and external stakeholders, such as the Department of Health.
- I work for the Corporate Governance managers, including the Head of Corporate Affairs, by helping with projects such as summarising legislation. I help with legal cases in the office by issuing letters, researching documents, and liaising with relevant organisations.
- I support the Freedom of Information Decision Maker in the search and retrieval of documents.

September 2018 - June 2019 **Office of the Director General, HSE**

Grade IV / Gradlink Programme

- My role involved dealing with correspondence, drafting letters and answering calls and emails.

- I completed audits and carried out search and retrieval for Freedom of Information requests. My role also consisted of dealing with issues regarding Corporate Governance, such as analysing and summarising legislation.
- I researched articles and information for the Director General as well as creating presentations and documents.
- My responsibilities involved ensuring efficient administration of the office by providing support to senior managers and liaising with internal and external stakeholders, such as the HSE Leadership Team and Department of Health.

July – August 2018

Press Office, Department of Housing, Planning and Local Government

Temporary Clerical Officer

- I worked in the Press and Communications Office. My role involved creating templates for the Department’s website. I also carried out an audit of the various pages of the website and categorised them.
- It was my responsibility to remain informed regarding certain press stories in relation to the Department and to make my line manager aware of any developments. This involved monitoring our social media pages.
- I attended meetings with senior managers regarding the development of the new webpage and put forward opinions on how it would work.

Summer 2014-2018

Turley Kelly & Company Solicitors

Legal Secretary

- During school and university, I filled in as secretary for periods of time during the summer months in a general practice solicitor’s office.
- I ensured efficient administration of the office. This involved drafting legal letters for the solicitors and dealing with emails and correspondence.
- I provided customer service to clients, both over the phone and in person. I arranged meetings between the solicitors and their clients.
- I helped in the issue of contracts, which improved my legal writing skills.

INTERESTS AND ACTIVITIES

- Enjoys listening to music and attending concerts.
- Interested in politics and history.
- Enjoys reading fictional, factual and historical books.
- Played Gaelic football and basketball throughout school, gaining teamwork and leadership skills.

References available if required