**Eva Kelly**

eva.kelly79@mail.dcu.ie

Ambitious final year student studying a degree in Economics, Politics and Law. These three areas of study allow me to be transferable across different areas of law and have allowed me to better my analytical skills.

**Key Achievements**

* Achieved 515 points in my Leaving Cert in 2016.
* I was chosen to represent Leinster in the National final of European Youth Parliament 2015.
* Obtained a full drivers licence at the age of 17.
* Led a team to win Foroige’s ‘Irelands Top Teens’ competition at the age of 16.
* Trained in Emergency first aid.
* Grade 8 in Effective Communication and Drama.
* Was part of a Team that reached the final of ‘Junk Kouture’ in the 3 arena.
* Appointed to be a Prefect by peers and teachers in 5th/6th year.
* Was awarded a bronze medal for participation in Gaisce.
* Completed DCU’s ‘Beg Borrow Steal’ Charity Race in under 30 hours.

**Education & Training**

2010 Rosemount National School Completed Primary School Education.

2010 Our Lady’s Bower Athlone Started Secondary school.

2014 Our Lady’s Bower Athlone Took part in transition year.

2016 Our Lady’s Bower Athlone Leaving Certificate.

2016 Dublin City University BA in Economics, Politics and Law.

**Educational Achievements.**

Leaving Cert 2016 Results: **515 points**

|  |  |  |
| --- | --- | --- |
| **Agricultural Science** | **Higher Level** | **A1** |
| **Home Economics** | **Higher Level** | **A1** |
| **Biology** | **Higher Level** | **B1** |
| **Irish**  | **Higher Level** | **B2** |
| **German** | **Higher Level** | **B2** |
| **English** | **Higher Level** | **C1** |

**Work Experience**

**Summers of 2011-2017:** Administrations officer for Kelbuild Ltd, Mullingar, where I was offered employment each summer.

 Completed jobs including matching invoices, sage accounting software, seeking quotations, writing letters, and issuing purchase orders.

**Summer 2014**: Secretary and team member of Farmfile.ie where I took on a leading role in the development of a website and Start -Up Company.

**March 2014:** Work experience in Red Earth shop and restaurant, Mullingar which resulted in a job offer.

**Summer 2017:** Worked as Chief Administration Officer for Kelbuild Ltd, completing purchase orders, writing letters, amending Contracts, using software such as Sage, Excel and Microsoft Office. I also worked along -side Clients and Co-workers in areas of scheduling and organisation. I attended meetings on behalf of the Company and tracked the progress of on-going jobs. Reporting to the General Manager on budgeting and cost control.

**June - August 24th 2018:**

I completed a three month Internship at Baily Homan Smyth McVeigh Solicitors.This internship a massively educational and hands on experience. I worked mainly in the Corporate and Property departments and I was trusted with various tasks such as; Chairing Precedent Bank meetings, Drafting and Amending Contracts and Shareholders Agreements, Analysing and Closing files,sorting scanning and distributing post, Bible Cabinet Audits, Research and Preparation for client meetings, completing CRO forms ,Filing, Reception Duty, Drafting Company Registers, Proof- reading, taking Minutes,legal research and I also completed a Keyhouse legal software training course. In this role I worked with Trainees, Solicitors and Partners to assist them with everyday tasks such as taking minutes, drafting letters and emails and conducting research.

**Skills, Interests & Activities.**

***Skills:***

* Languages- Fluent in Irish and intermediate level German.
* Computing- Comfortable using MS Word, MS Excel, Ms PowerPoint, Sage and I have experience using Westlaw and Justis and Keyhouse.
* Driving- Full driving licence and I have my own car.
* Trained in emergency first aid.
* Trained in Hockey umpiring.
* Green belt in Kempo Karate.
* Pursuing my full training to become a lifeguard.
* I have completed all grades of effective communication and speech and language.

**Interests and Activities:**

* Participated in the national ‘Moot court’ competition which took place in the Criminal Court in 2014.
* Participated in ‘UCC Law Academy’.
* I participated in Our Lady’s Bower Alpha Debating Society.
* Play hockey and enjoy team sports.
* I am heavily involved in charity work in DCU and outside the University.
* I took part in a charity race in aid of Movember and the Irish Cancer Society.
* I took part in the ‘Big sister, little sister’ mentoring programme during secondary school.
* In transition year I volunteer with the organisation ‘Meals on Wheels’.
* I enjoy travelling and experiencing new cultures, I travelled extensively through Europe in August 2017.
* In 5th year I competed in the Rotary competition.
* I have a huge interest in nutrition and food and consider it a pastime and hobby.
* I am involved in various college societies and clubs such as The law Society, The ELSA society, The Raising and Giving Society, ELSA, The Law society, The Rock Climbing Society, The Snow Sports society and Barretstown.
* I enjoy swimming, pilates and trx as hobbies to help me relax during down time.
* Music- Enjoy all genres, participated in various musical productions in the past.

**References available on request from:**

Joe Guinan- Kelbuild Ltd (General Manager).

Ann Wheymes- Sheever Developments, Mullingar.

Shane McCarthy (Managing Partner in KMPG)