**Eve Kennedy**

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| **Education;****University College Dublin; 2012 – 2016**BCL Law with HistoryCurrent GPA; 2:1Third Stage GPA: 2:1Fourth Stage GPA: 1:1**Mount Anville Secondary; 2006 – 2012****Leaving Certificate points; 520 (Details on Application Form)** **Work Experience;****Work Experience in ByrneWallace, January 2016** My responsibilities during my time in ByrneWallace included duties such as creating booklets of documents and their indexis for court, this required thorough reading of the documentation and an ability to understand their relevance so as to properly create the booklets.Furthermore I had the opportunity to attend the EAT and the High Court on a number of occasions where I took attendance for my partner and would then upload this to the client file. I spent most of my time conducting legal research for the partners and would consider complex legal issues and help to formulate a line of argument for the case. Most importantly I observed extensive client interaction both at the outset of the solicitor-client relationship and during the process, specifically in the area of preparation for court and final matters.In addition, my responsibilities entered the sphere of general administration, largely in the form of file management and maintenance, including updating ongoing client matters and closing off files.**Medical Secretary at Cherryfield Nursing Home, June 2014 – August 2014**I was given the opportunity to work for Cherryfield Nursing Home. My title was ‘Medical Secretary’. My duties included issuing contracts to incoming staff members, the filing of falls reports, updating policies inline with changing HSE requirements, issuing memos to staff members, scheduling patient’s itineraries and organising their transport. I learned skills such as professionalism, organisation, communication and how to work well as part of a team. In addition, I gained priceless people skills due to the lovely patients and their families who I met on a daily basis.**Volunteer for Operation Smile and Outreach Moldova;** I have had the amazing opportunity to be involved with both Operation Smile and Outreach Moldova over the years. I have worked on a number of events for Operation Smile, most notably bucket collecting and bag packing. We hosted a very successful fashion show in their aid, and I partake in their annual charity auction.**Marketing Assistant at Florent, San Diego, California, June 2015 – August 2015** This summer I got the opportunity to go on a J1. I lived in San Diego, California. My role at Florent was to approach people on the street and actively promote Florent. From this, I learnt to approach anyone and to remain clear, concise and well informed about my product. **Bar Staff at Smyths Bar Ranelagh, 2013 – 2015** I began my time here a member of the floor staff. I was later promoted to a senior member of the team and then to bartender. Above all from my time here, I learnt how to balance college work with the late hours of bar work.**Achievements and Interests;** I am a grade five cellist and was head of the base section in Orchestra at school. I hold a gold medal in Greek Dancing from the Irish Royal Academy of Dance. In addition I was a founding member of the all-girls Blackrock tag rugby team. In 2016 I completed a diploma in digital marketing with the Shaw Academy. I am a member of the student legal service in UCD. I have contributed to the last two annual publications on law in the twenty-first century. I have written two articles on the legal positioning of abortion and surrogacy in Ireland. In addition to this, I have participated in legal clinics which run for students of UCD. Furthermore, I am currently a member of the SLS committee for the Student Legal Convention. While in school, I obtained the Cambridge Latin Certification. I was also awarded the Bronze Gaisce Prize by volunteering in 'the bungalow', taking up guitar and hiking for 14 hours in Killary adventure centre. **References;** **Academic Reference**Dr Kevin CostelloEmployment Lecturer at University College DublinSutherland School of LawUniversity School of LawDublin 4Contact: Kevin.costello@ucdconnect.ie**Employer References** Ms. Rachel O’NeillNurse Manager of Cherryfield Lodge.Milltown Park,Dublin 6.Contact: cherryfieldlodge@jesuit.ieMr. Michael KennedyHead of EmploymentByrneWallace87-88 Harcourt StreetDublin 2Contact: mkennedy@byrnewallace.com |
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