Grainne Keeling

Curriculum Vitae

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**Profile**

I am an LLB graduate from Maynooth University currently working in the indirect taxes team in EY. I have developed strong leadership and teamwork qualities through my role as President at ELSA Maynooth. Due to my involvement with the Irish Law Journal and ELSA Ireland I have developed a strong interest in legal research which has been a vital aspect to my career in EY. I work well in a team which is evident from my many roles on committees in Maynooth University but I am also capable of working on my own initiative which is much needed in the fast-paced environment of EY where deadlines and building client relationships are key to a strong career.

**Key Achievements**

* Owning and running my own show kennels of Alaskan Malamutes.
* Being awarded the Extra Curricular Activities Award for my year when I graduated from University.
* Being a Finalist for the Wexford Rose competition in 2015.
* Being chosen by my peers as President of ELSA Maynooth for 2014/2015
* Being selected as one of the youngest delegates ever to take part in the Committee for the Rights of the Child with the United Nations through academic work in the area.
* Receiving a scholarship towards my education for designing a new product to be introduced into McDonalds’ Restaurants across Ireland.
* Representing Ireland as one of three delegates at the ELSA International Final Conference on Online Hate Speech where a guideline on dealing with Online Hate Speech was created for the Council of Europe.
* Becoming a leading editor on the Irish Law Journal where I worked editing articles and supervising junior editors.
* Being Vice President for Academic Activities with ELSA Maynooth for two years where I organised key events such as guest speakers, workshops and essay competitions.
* Working as class representative during my time in Maynooth where I acted as mediator between students and the law department.
* Achieving the Bronze Gáisce Award through charity work and personal development.

**Transferable Skills**

* IT Skills – I have completed the ECDL, I use Microsoft office daily in EY.
* Driven – I am very ambitious and I enjoy working under pressure to get a task completed.
* Teamwork – developed through my work as part of committees at University, my career in EY with the Indirect tax team and as a crew member in McDonalds.
* Leadership Skills – developed through my role as President of ELSA Maynooth and during training provided to summer interns in EY.
* Diversity – I enjoy my days to be different in my working environment and I thrive to work in diverse situations and with open minded people.
* Innovation – during my time in McDonalds Wexford I was awarded a scholarship towards my education for an innovative idea in designing a new product for McDonald’s Ireland.
* Legal writing and research skills – developed through my research project in final year of university and through working with diverse clients within EY and keeping up to date with Irish and European case law.
* Organisation skills – developed through managing compliance deadlines and VAT advisory work on a bi-monthly basis. Further developed as I am also enrolled as a member of the AITI while working.

**Education**

**National University of Ireland Maynooth 2011 - 2015 LLB Law: 2.1 Honours Degree**

Fourth Year Modules:

Banking and Financial Law: 66 Information Privacy Law: 64 Research Project: 64

Company Law II: 67 Tax Law: 62 Economic & Cultural Rights: 68 Overall 2.1

Third year: Modules:

Land Law I: 56 Criminal Law II: 64 Jurisprudence: 64

Law of Equity and Trusts: 63 Law of Equity and Trusts Workshop: 73 Company Law I: 68

Land Law II: 67 Intellectual Property: 50 Moot Court II: 63

Legal Writing & Advocacy skills II: 66 Overall:2.1

Second year: Modules:

Law of the European Union I: 63 Law of the European Union II: 65 Constitutional Law I: 60

Constitutional Law II: 67 Criminal Law I: 55 Law of Evidence: 56

Administrative Law: 58 Legal Writing and Advocacy skills I: 65 Moot Court I: 63

Overall: 2.1

First Year: Modules:

Law of Torts I: 69 Law of Torts II: 61 Law of Contracts I: 68

Law of Contracts II: 60 English: 60 History: 64

Overall: 2.1

**Presentation Secondary School Wexford:** Leaving Certificate 2011 Total Points: 425

**Employment**

**EY, Harcourt Centre, Harcourt Street, Dublin 2 – 2015 – ongoing**

* Quasi Management role on both Irish and multi-national clients. Providing advice in relation to all aspects of Indirect taxes: including VAT compliance, management of their tax risk within their supply chains, licencing requirements, national and international transactions, aircraft importations, construction companies, transportation and financial services.
* Managing my own portfolio of clients with key responsibility for ensuring compliance deadlines are met.
* Providing VAT advice to diverse types of clients. This require me to be up to date with national and EU VAT legislation; which requires constant research into different areas of VAT. As such I have developed a keen interest in legal research specifically in the areas of EU and Irish caselaw.
* Review of invoices and SAP system downloads to ensure companies are meeting their VAT compliance requirements.
* Collaborating with colleagues across the firm to prepare vendor due diligence reports on all aspects of VAT.
* Preparation and deliverance of internal filing training to interns.
* Committee member of the EY Women’s Network where we organise networking events for level ones and level twos across EY.

**Crew Member, McDonalds Wexford August 2010 - 2015**

* Customer Service: ensuring customers have an enjoyable and efficient visit within the restaurant through friendly and time sensitive service.
* Teamwork skills were developed as it was a goal of McDonalds that all crew members would work together to maximise the customers experience.
* Reporting to the managers with problems both from customers and staff and receiving feedback in this respect.

**Work Experience**

**Office assistant, Department of Forestry, Johnstown Castle, Co. Wexford 2010**

* Six-week programme during transition year in school.
* Basic office tasks such as answering phone calls, updating files on the computer system and writing memorandums.
* Organising the filing systems.
* Dealing with post.

**Interests**

* Outside of my professional life I have a keen interest in dogs and dog showing. In 2010, I set up my own show kennels of Alaskan Malamutes. I continue to run and organise the kennels and have been granted the honour of judging my breed at national level. I have competed both nationally and internationally having qualified for Crufts on four separate occasions with two different breeds. It has taken me to many various locations and I have been fortunate to work with some fantastic people with it, both in setting up our local committee and to training young people with junior handling.
* I enjoy all sports and I love to keep fit. I have competed internationally on the Irish tetrathlon team and I was captain of the school hockey team when we won the south-eastern league.
* I also enjoy travelling and I have seen some of the most beautiful of places such as Malta, Oslo and was lucky enough to see Geneva during my working visit to the United Nations.

**References on request.**