# PERSONAL DETIALS

# Name: Hannah Kenny Address: 42 Upper Friars Road

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**Summary**

Law graduate with relevant legal office experience who has completed 8 Law Society FE1 exams seeking training contract with general practice firm.

**WORK EXPERIENCE**

May 2021- Present Brightflag, Dublin

Position: **Legal Analyst**

**Legal Analysis**

* Categorised client invoices by description and legal area.
* Assisted in the improvement of the Legal AI by ensuring the categorisation is correct.
* Reviewing invoices to ensure that no billing guidelines have been breached.
* Liaising with clients to assist with solving any potential issues or queries with the invoices.

Sep 2019 – April 2021 ReganWall LLP, Cork

Position: **Intern – Commercial** (Temporary Contract)

**Corporate/M&A**

* Prepared transaction documents such as Share Purchase Agreements and Disclosure Letters.
* Managed Data Rooms for Legal Due Diligence in transactions.
* Drafted ancillary documents in relation to transactions.
* Arranged for the signing and filing of forms with the CRO.

**Business Development**

* Assisted with the firm’s application for legal rankings, which was in the top 10 Firms in Ireland by Experian and Mergermarket.
* Worked with HR on the creation of employee handbooks and GDPR policies.
* Created and managed the firm’s LinkedIn page and created summaries of key transactions for the firm’s website**.**

Jun 2017- Dec 2017Legal Aid Board, Dublin 2

Position: **Intern – Litigation** (College Placement)

**Litigation**

* Attended initial client consultations with qualified solicitor and took attendance notes.
* Assisted solicitor with assessing merits of client’s application.
* Gathered letters of authority from clients in order to obtain medical reports.
* Assisted solicitor with preparing applications to the Injuries Board.
* Prepared briefs for counsel.

**Client Care**

* Arranged appointments for clients.
* Assisted with answering telephone and preparing post for dispatch.

May 2019- Aug 2019 Bubba Gump Shrimp Restaurant, San Francisco

**Position: Hostess** (J1)

**Customer Service**

* Greeted customers and took their orders.
* Brought customers to their seats.
* Ensured all tables were cleaned and ready for the next customers.
* Assisted customers with any issues or queries.

**Management**

* Promoted to training host after a month of working in the restaurant.
* Trained all new hosts on their duties and dealt with any issues among the hosts.

**EDUCATION**

**Law Society of Ireland**

Passed 3 FE-1 examinations May 2021

Passed 3 FE-1 examinations October 2020

Passed 2 FE-1 examinations March 2020

**University of Limerick**

LLB 1st Class Honours from University of Limerick August 2019

**St Louis Secondary School Dundalk**

Leaving Certificate 475 points August 2015

**SKILLS**

* Excellent computer skills including proficiency in Microsoft Office applications and legal case management systems EOS and Evolve.
* Proficient in conducting legal research on various legal databases and confident in conducting closing searches for commercial and property transactions.
* Qualified in administering first aid and CPR.

**ACHIEVEMENTS**

* Received the UL President’s Letter for achieving outstanding results in my final exams in 2019.
* Received the Silver President’s Volunteer Award for 40 hours of volunteering during my final year of college in 2019.
* Nominated for Arthur Cox Solicitors Participation Prize for my excellent results in second-year exams.

**INTERSTS AND HOBBIES**

* Grade 8 pianist and regularly play at social gatherings.
* Member of ReStart **an Enactus Project** which is a social- entrepreneurship volunteer organisation that promoted integration of refugee and asylum seekers into Irish society.
* Enjoy playing board games such as Dungeon & Dragons with friends.

**REFEREES**

Adrian Wall Garret Searson

Managing Partner, ReganWall LLP Managing Solicitor, Legal Aid Board

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