HOLLIE KEARNS

PERSONAL DETAILS

*Address* 69 Parkmore Drive, Terenure, Dublin 6W, Dublin

*Tel* 0862345268

*Email*  hollie.kearns@gmail.com

EDUCATION

**FE1 Examinations**

March 2019: passed 5 subjects

October 2019: passed 3 subjects

**Bachelor of Science in Business and Law, Dublin Institute of Technology**

*Results*  Overall Grade: 2.1

**Our Lady’s School, Terenure**

Leaving Certificate completed

WORK EXPERIENCE

**Law Reform Commission**

*Duration* July 2020 - present

*Job Title* Legal Consultant

*Job Role* Accumulating and extracting data from historical statutory instruments and documents for the period of 1821 – 1920, for the Statute Law Revision Project

Carrying out research for upcoming Law Reform Commission reports and publications

Updating and amending current statutory instruments and Acts on the Legislation Directory

**Eversheds Sutherland, Dublin**

*Duration*December2019 – March 2020

*Job Title* Legal Intern

*Job Role* Extensive use of practice, case and document management systems – 3E, Axxia and Mattersphere

Efficiently delivering documents to authorities and registrars

Preparing documents and contracts to send out to client to initiate conveyancing sales

Gathering and completing all documentation required to close sales in a timely manner

Archiving files

Opening new client matters which involves uploading all relevant documentation

**Sheehan & Partners Solicitors, Dublin**

*Duration* June 2018 – August 2018

*Job Title* Legal Intern

*Job Role* Fully compliant with Keyhouse case and document management system

Liaising with barristers daily

Attended client consultations

Liaising with solicitors and expert witness and providing relevant documentation

Frequently appeared in District Court on behalf of the firm

Sat in during case hearings to complete daily commentary of notes

Carried out legal research on specific cases

Opening files and transferring through digital dictation

Preparing briefs for counsel

Client update reporting

Drafting documents such as affidavits and court motions

Drafting documents for court proceedings

**Shanley & Co. Accountants, Dublin**

*Duration* June 2014 – August 2019

*Job Title* Office Secretary

*Job Role* Organising client files prior to input of year end accounts

Management and Scheduling of daily appointments

Receipting office deliveries

Proficient in Microsoft Office

General administrative duties including filing, photocopying, billing/invoicing, cheque requisitions

Responsible for client information, official files and other sensitive information

ACHIEVEMENTS

**Matheson Virtual Experience Programme** - October 2020

* The tasks included legal analysis, document reviewing, legal drafting, legal research and client communication

Elected as school prefect

Awarded a certificate of excellence in Business

Completed the Gaisce Bronze award

HOBBIES AND INTERESTS

I keep active by going running and playing hockey at a senior level with Rathgar hockey club. This year I have increased my involvement with the club by volunteering as the registration and equipment secretary. I enjoy travelling and exploring new cultures when I get the chance.

REFERENCES

*Ms. Fiona Carroll*

Manager of Statute Law Reform Projects, Law Reform Commission

Email: fcarroll@lawreform.ie

*Ms. Orla Murphy*

HR Manager, Eversheds Sutherland

Email: orla.murphy@eversheds-sutherland.ie