



Keith Beirne

Law Graduate | Business Management | Sales

PROFILE

KNOWLEDGE OF

Business Management

Client Relationship Management

Sales and Business Development

Property Litigation

Mergers & Acquisitions

Tax and Probate

Budgets & Cashflow

PERSONAL DETAILS

Keith Beirne
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Mohill, Co. Leitrim

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- A confident, highly resourceful and reliable individual with experience of managing a successful bar and restaurant business for the past 4 years. Possesses the required communication skills and flair needed to attract customers, drive sales and develop a business.
- Highly networked individual with a proven track record of revenue generation, business development & operations management. Holds an **LLB Law from Maynooth University** and committed to using key qualifications to ensure a company's overall business growth.
- Possesses strong commercial business acumen along with excellent judgement and decision-making ability. Strong communicator and leader with comprehensive personnel management experience. Now looking for a new & challenging position, which will develop existing skills & experience and further personal development.

WORK EXPERIENCE

Arc Safety – Dublin

Feb '20 – Mar '21

Executive Sales Representative

- Responsible for developing business opportunities within the region through direct face to face strategies. Achieve set company daily, weekly and monthly targets through various negotiation, presentation and closing techniques.
- Responsible for achieving set key performance indicators (KPI's) and the completion of various sales, metric and projection reports for both Senior Management and self-assessment requirements.
- Design and execute geographical plans to maximise territory management efficiency and achieve maximum return on time investment within my region.
- Negotiate all contracts with prospective clients. Help determine pricing schedules for quotes, promotions, and negotiations. Conduct sales presentations to a range of prospective clients.
- Coordinate sales efforts with marketing programs. Obtain deposits and balance of payment from clients. Prepare and submit sales contracts for orders. Maintain client records as required.

Collins Solicitors – Carrick-on-Shannon, Co Leitrim

Jun '19 – Aug '19

Trainee

- Worked in the office with the team of solicitors, legal executives and administration personnel. Duties included managing appointments and the diary of the principal solicitor. Attended meetings with counsel and clients taking accurate minutes and observed the teamwork between barristers and solicitors in a range of cases.
- Responsible for assisting in the preparation of client case documents, formatting, typing and amending legal documents as directed. Aided solicitors in preparing contracts for sale of residential and commercial properties.
- Developed proficiency in commercial litigation and gained experience in the court system. Prepared briefs for counsel in relation to Personal injury (PI) litigation and criminal cases for circuit court and high court. Completed comprehensive research as part of the role.
- Carried out other administrative duties such as scheduling title deeds and preparing certificates of title for return to lending institutions. Attended the seat office in Dublin for lodging applications for grants of representation to the Dublin Probate Office.

Manager**PERSONAL SKILLS***Organisational & Time Management**Highly Numerate**Attention to Detail**Teamwork**Judgement and Decision Making***IT SKILLS**✓ *Highly PC Literate*✓ *Microsoft Office*✓ *Email / Internet & Social Media***PERSONAL TRAITS***Responsible**Hardworking**High Initiative**Motivated**Good Communicator**Honesty*

- **Business Management** – Responsible for overall management of bar and restaurant and all operational activities associated with the business. Responsible for the profit and loss, cost controls and financial obligations associated with running the premises.
- **Revenue Generation** – Monitored revenue in-take daily, implementing corrective actions where necessary to drive sales and reduce costs.
- **Personnel Management** – Responsible for managing a team of bar and restaurant staff, motivating them to deliver prompt, friendly and efficient service always. Organised rotas, payroll, delegated tasks and dealt with any HR issues as they arose.
- **Customer Service** – Promoted a 1st class customer experience through the provision of effective customer service information regarding menu and beverage options and prices. Assisted with all queries, complaints or other issues quickly and effectively.
- **Supplier/Stock Management** Involvement in ordering and stock management with partners and suppliers ensuring delivery of stock and other materials as required.
- **Compliance/Health & Safety** – Adhered to all legal obligations in relation to health & safety and fire guidelines ensuring a safe environment.

EDUCATION QUALIFICATIONS**FE-1 Exams****2021****Law Society of Ireland**

- ✓ Contract (52%) and Criminal (55%) completed so far. Scheduled for Eu Property and Tort law in October 2021.

LLB Bachelor of Law (2:2 hons)**2015 – 2019****Maynooth University****Leaving Certificate****2002 – 2009****Mohill Community College. Mohill, Co. Leitrim****INTERESTS AND ACHIEVEMENTS**

- Irelands fittest family 2017.
- Played for the Leitrim Senior Football team. Won Connaught championship matches in both London and New York.
- I have represented my school, club & county for many years at all levels. I played football for Longford town U19's in the SSE Airtricity league for 3 seasons, captained for 2 seasons and won 'Player of the year'.
- Achieved an elite sports scholarship to attend Maynooth University 2015. Played for the Maynooth team in the Sigerson Cup football and the Collingwood Cup in soccer.
- I play with my local club Mohill GAA, we won 2 county senior championships and 'Man of the Match 2017'. Also won 3 Minor championships and 'Man of the match' 2015. Also achieved 4 league titles with Mohill from U12 – U16.
- Achieved 'Sportsperson of the year' Mohill Community College in 2nd year and again in 6th yr.
- Represented Mohill Community College in several codes in football, Athletics and basketball.
- Competed in cross country athletics winning several Connaught titles from u10 to u14 along with finishing 3rd in Ireland in u13 and winning gold as part of the Connaught team.

REFERENCES AVAILABLE UPON REQUEST