**Kelly Aherne**

19 Templemore Avenue, Rathgar, Dublin 6 | 086-0708852 | kellymageeaherne@gmail.com

# Education

## Law Society of Ireland, Blackhall Place, Dublin 7 | 2017 – 2018

Final Examinations First Part –

Company, EU, Equity, Contract, Property and Criminal - October 2017

Tort and Constitutional Law – March 2018

## University of Limerick, Castletroy, Co. Limerick | 2012 - 2016

Bachelor of Laws (LL.B) Law with EconomicsII.I

Final Year Research Project: *‘An Employers’ ability to lawfully monitor employees in the workplace, big brother or reasonable invasion?’*

## Castletroy College, Newtown Road, Castletroy, Co. Limerick | 2006 – 2012

Leaving Certificate Points Achieved - 550

# Experience

## Summer Intern/Legal Assistant | Eversheds Sutherland | May 2016 – August 2017

* Completed the 11-Week Summer Internship Programme in the Dispute Resolution & Litigation Department. Following the Internship, I was employed as a Legal Assistant in the Department. My Responsibilities included;
* Managing a high volume of files from inception to closing stages
* Liaising with Solicitors to establish, set out and document the file strategy
* Drafting and issuing of Pleadings in the Circuit Court and High Court
* Instructing Counsel, Agents and Process Servers
* Regular Court attendance, often dealing with multiple applications
* Handling client queries and preparing correspondence
* Liaising with parties to litigation to facilitate and negotiate terms of settlement
* Working to strict deadlines and prioritising workloads
* Processing billing using our in-house system
* Carrying out legal research and compiling Knowhow memorandums.

## Revenue Control Team | Electric Ireland | May 2014 – January 2015

* Managed payments received from Commercial and Residential customers in Northern Ireland.
* Gained insight into the functioning of the Irish market both in the North and the Republic through a number of payment projects.
* Responsible for setting up payment mechanisms on Commercial Client accounts.
* Managed the client query centre which involved dealing with commercial clients queries via letters, telephone conversations and through email.
* Prepared several reports and daily Bank reconciliation statements benchmarking them against accounts.

## Customer Service Assistant | Tesco Ireland | November 2012 – May 2014

* Role included managing the Customer Service desk and dealing with queries and issues which arose for customers.
* Responsible for counting registers in the Hardware Department, ensuring that they balanced.
* Earned supervisor level privileges and was frequently involved in training new members of staff.

## Legal Intern | Sweeney McGann Solicitors | September 2013

* Internship in the Property Department of a general practice solicitors' firm. I carried out research in relation to a boundary dispute, attended Court and observed interviews with clients.

## Legal Intern | Leahy & Partners Solicitors | February 2011

* Work placement in a general practice solicitors' firm. I was responsible for filing Court documents. I also assisted accounts with banking, filing and office organisation.

# Interests and Achievements

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| **Sport** | I enjoy running and took part in the Great Limerick Run in May 2016 and 2017 and the Calcutta Run in May 2017. I played Hockey throughout secondary school and for two years in University. I also enjoy Sailing. |
| **Reading** | I enjoy reading and keeping up to date with current affairs. |
| **Volunteering** | I was involved with a variety of organisations’ through the UL President’s Volunteer Award initiative during my time in UL and I continue to support Milford Hospice a local organisation. . |
| **Negotiation/Mooting Competition Winner** | I won the Kate Fleming Negotiation Competition in 2016. The competition was a joint venture between the School of Law and the Medical School. I was also on the winning team for an internal Tort Law mooting competition in 2014. |
| **Student Ambassador 2015/2016** | As a Student Ambassador for the Faculty of Arts, Humanities & Social Sciences, I helped to maintain a link between the faculty and the outside community. The role involved writing for the AHSS blog and attending events which promoted the University. |
| **Class Representative 2014/2015** | In Third Year, I was elected Class Representative; the role involved liaising with faculty on behalf of my class. |

# Skills

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| **Time Management** | In Eversheds Sutherland, my team dealt with a high volume of active files. I efficiently prioritised my work so that I could make the most productive use of my time. |
| **Legal Research** | Extensive Legal Research experience, I recently researched and compiled a presentation on Lay Litigant Litigation for a Senior Associate who then presented same to a client. |
| **Organisation** | I assisted in the organising of a ‘Workshop’ for Citizens Information, in which my colleagues and I presented our final year research project on contemporary issues in Employment Law. |
| **Leadership** | I previously represented fellow students at faculty and discipline level when I was a Student Ambassador and Class Representative. |
| **Teamwork** | In Eversheds Sutherland, I recently utilised my teamwork skills when I was asked to assist another litigation team with drafting a number of Corrective Affidavits. |
| **IT** | Proficient Use of Microsoft Office. |

***References available on request***