

Kelly Lynch

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PROFILE

Committed, analytical and hard-working Law Graduate. Excels in meeting objectives using independent action, prioritisation, persistence and excellent communications skills. Thrives in highly pressurised and challenging working environments. Seeking to apply existing expertise to a position offering progression and challenge.

ACHIEVEMENTS

- Graduated with a high 2:1 degree
- Student Ambassador for the DCU School of Law & Government, attended Open Days, etc to speak to prospective students, gave presentations on my experiences and represented the School of Law and Government generally; again developing communication skills.
- Began learning Irish at the age of 12, I am now fluent in the language and give regular Irish grinds at both Junior and Leaving Cert levels, illustrating perseverance and self-motivation skills.
- Elected secretary and chairperson of Student Council in 2009 and 2010 respectively.
- Awarded the Roll of Honour in 2011 (6th year) for motivation and contribution to school life.

EDUCATION

Dublin City University, Dublin 9 2:1 Graduating Degree
BCL: Law & Society

Malahide Community School, Broomfield, Malahide, Co. Dublin 440 CAO Points

LEGAL EXPERIENCE

ByrneWallace – Legal Secretary March 2015 – Current
88 Harcourt Street, Dublin 2

- Often work alongside current trainees in marking up and preparation of legal documents including Share Subscription Agreements and Share Purchase Agreements.
- Involved in the maintenance of fee-earners files and ensuring compliance with strict audit procedures upon opening, closing and archiving.
- Responsible for the management of the extremely busy diary of the head of the department and ensuring good time-keeping and time management.
- Part of a team of legal secretaries working on the floor to ensure the smooth running of the department on a day-to-day business.
- I was personally responsible for the project-management of two corporate trips to the UK where senior partners and high-profile clients travelled for business development purposes.

Martin & Gately Solicitors – Legal Secretary October 2014 – February 2015
36 Charles Street West, Dublin 7

- Regularly brief and attend on barristers at court in a number of cases, including a Supreme Court appeal and a judicial review case, providing detailed reports to firm partners.
- Communicating with clients on a daily basis face-to-face and via phone/email.
- Responsible for the day-to-day running of a legal office including answering phones, drafting letters and maintenance of client files.
- Accompanying clients to various court offices and assisting them in the commencement of various legal proceedings.

D’Arcy Horan & Company Solicitors – Legal Intern September 2013
Ground Floor, Kingsbridge House, 17-22 Parkgate Street, Dublin 8

- Briefed and attended on barristers improving skills such as client file preparation, note-taking and report writing for firm partners.
- Visited a client in Cloverhill Prison on behalf of the firm, involving the preparation of the file, communicating with the client to inform him of an upcoming sentencing date and reporting any queries back to the office to be dealt with.
- General administrative tasks of a trainee solicitor including file preparation; gaining

experience of virtual filing systems; communication with partners, barristers and clients by phone, email, letter and in person, etc.

Martin & Gately Solicitors – Legal Intern

July 2013 – August 2013

36 Charles Street West, Dublin 7

The Four Courts – Transition Year Work Experience

October 2007

District Courts No. 44, 45 & 46, Chancery Street, Dublin 7

A&L Goodbody – Transition Year Work Experience

October 2007

28 North Wall Quay, North Wall, Dublin 1

COMPETITIONS AND COURSES COMPLETED

Maynooth Silken Thomas Moot Court Competition

February/March 2014

National University of Ireland, Maynooth, Co. Kildare

April 2013

- Developed legal research skills in specific subject areas such as criminal and constitutional law.
- Made legal submissions before barristers, trainee solicitors and other legal professionals, improving public speaking and presentation skills.
- Reached the semi-finals in 2014 and received the second highest individual score

DCU National Moot Court Competition

November 2013

Criminal Courts of Justice, Parkgate Street, Dublin 8

November 2012

- Completed a large amount of legal research, gaining a strong ability in this area and developing skills gained previously, using tools such as WestLaw and Justis to produce two client memorials and large legal case bundles.
- Made submissions before DCU academics, barristers and representatives from a Top 5 corporate law firm, gaining strong presentation and public-speaking skills.
- Advanced to the semi-finals in 2012.

The Advocate Business & Law Challenge

November 2012

McCann FitzGerald, Various Locations, Dublin

- Advanced to the final 16 in this competition.
- Conducted legal research into areas of law not yet studied, developing research skills, and prepared written submissions, strengthening legal writing ability.
- Made a presentation before McCann FitzGerald officials in the Four Courts, strengthening public speaking and presentation skills.

UCD Thomas Finlay Moot Court Competition

April 2012

University College Dublin, Stillorgan Road, Dublin 4

European Youth Parliament

April 2011

Various Locations, Co. Dublin

The Four Courts Mock Trial Competition

2007

The Four Courts, Inns Quay, Dublin 7

NON-LEGAL WORK EXPERIENCE

Coláiste Spleodar – Cúntoir (Senior Assistant)

2011 - 2014

Various Locations, Connemara, Co. Galway

River Island – Christmas Sales Assistant

Nov 2011 – Jan 2012

Pavilions Shopping Centre, Swords, Co. Dublin

Artzone Children's Art Camp – Teaching Assistant

2007 - Present

Various Locations, Co. Dublin

REFERENCES

Dr. Yvonne Daly
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Dublin City University
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