

Kelly Lynch

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Personal Statement

Committed, analytical and hard-working Legal Executive. Excels in meeting objectives using high level autonomy and prioritisation, as well as strong communication skills. Excellent organisational and multitasking ability. Thrives in highly pressurised and challenging working environments. Exceptional ability to build strong interpersonal professional relations. Seeking to apply existing expertise to a position offering progression and challenge.

Work History

Legal Executive / Legal PA – Litigation Department, Pinsent Masons, Dublin : Sept 2019 – Current

- In-depth document reviews, including first drafts, flagging edits for fee-earners and proof-reading.
- Attendance in court on barristers and clients and providing detailed minutes and case notes.
- Building of briefs to counsel, e-briefs and court booklets. Filing of court documents with the Central Office.
- Responsible for circulating consistent court updates to team on an ongoing basis. Legal research on a numerous topics.
- Recently responsible for working to on-board a third-party courts searching tool and completion of risk questionnaire.
- Consistent collaboration with teams and colleagues in international offices. Communication with clients and third parties.
- High-level diary management for seven fee-earners, including prioritising workloads, scheduling court motion dates, responding to invites on behalf of fee-earners and circulating reminders.
- Responsible for all aspects of file maintenance, including file opening, first drafts of Engagement Letters, corresponding with clients to request appropriate AML documents, setting of correct rates, billing and file closing.
- Personal responsible for project management of business development trips for partners.
- Supporting partners in reviewing billing targets. Tracking response times of file opening, disbursements and expenses. Feedback on systems and analysis of potential solutions to problems.

Legal PA - Corporate Department & Projects Department, Pinsent Masons, Dublin : Dec 2017 – Sept 2019

- Extensive work on first-draft documents and marking-up including Share Subscription Agreements, Share Purchase Agreements and other legal documents. Participation in Completion Meetings. Production of Completion Bibles.
- Filing of documents in the CRO. Running of company searches and completion searches for closing.
- Production of pitches, bids and other business development documents in House Style and co-ordinating edits.
- Responsible for setting up files, completing conflict and AML checks and drafting Engagement Letters.
- Responsible for diary management of six fee-earners including managing logistics of room bookings, catering requirements and any other requirements.
- Personally responsible for the project-management of corporate trips to the USA, the UK and Europe. Organised Away Day for Global Financial Services group of in excess of 200 colleagues from across all international offices.

Legal PA - Corporate Department, ByrneWallace, Dublin : March 2015 – Dec 2017

- Extensive dictation typing. Consistent preparation of legal documents including first drafts and marking-up.
- Maintenance of fee-earners files and ensuring compliance with strict audit procedures upon opening, closing and archiving.
- Responsible for the management and prioritisation of diaries, inboxes and voicemails of Head of Corporate Department and another Senior Partner. Ensuring timely responses to clients, good organisation and consistent filing.
- Correspondence with counter-party lawyers and third parties.
- 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.

Legal Secretary, Martin & Gately Solicitors, Dublin : October 2014 – February 2015

- Legal Secretary responsible for the running of the office in a busy general practice firm.
- Regularly briefed and attended on barristers at court, including communication with counsel, preparation of briefs and providing detailed minutes to firm partners.
- Substantial Dictaphone typing of file notes, letters and emails. Typing speed in excess of 70wpm.
- Communication with clients on a daily basis face-to-face and via telephone, email and letter.
- Attendance at Central Office for filings and lodgements.
- Personally responsible for ongoing maintenance of all physical client files.

Legal Intern, D'Arcy Horan Solicitors, Dublin : September 2013

Legal Intern, Martin & Gately Solicitors, Dublin : July 2013 – August 2013

Skills & Accomplishments

- Active Information Security Agent for Dublin Office. Chosen as one of four agents worldwide to spearhead an InfoSec Escape Room campaign.
- Participant in numerous Moot Court and Legal Advocacy competitions during university, including advancing to semi-finals of Maynooth Silken Thomas Moot Court Competition in 2014 and received second-highest individual score. Advanced to semi-finals of DCU National Moot Court Competition in 2012.
- Alumni Judge for DCU National Moot Court Competition.
- Mentor for graduate mentoring programme run by the DCU School of Law & Government in conjunction with the DCU Alumni Office.
- Student Ambassador for DCU School of Law & Government in 2013 and 2014.
- Began learning Irish at the age of 12, now fluent in the language. Gave grinds at both Junior Certificate and Leaving Certificate level and worked in a Gaeltacht as a cúntoir (senior assistant) between 2011 and 2014.
- Qualified First Aider and Fire Warden.
- Active member of LGBTQ+ Allies Committee.
- Keen supporter of Leinster Rugby.
- Ongoing involvement, volunteering and support of Debra Ireland.

Education

BCL: Law & Society – 2:1 Graduating Degree, Dublin City University : 2011 – 2014

Leaving Certificate, Malahide Community School : 2005 – 2011

References

Academic and non-academic references are available on request.