

Kelly Mc Eveney

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Education

2021-Present: **FE1 Preparatory Course** **City Colleges**
Preparing for the following FE1s; contract, company, criminal and tort.
Completed: Property.

2020-2022: **LLM International Human Rights Law and Public Policy**
University College Cork (UCC) - Awaiting result.

2016-2020: **BSc Government** **UCC**
Obtained a **First Class Honours**
Awarded the title of **College Scholar for Business and Law** in recognition of academic achievement in first year.

2019: **U.S. State Government and Legislative Studies** **SUNY Cortland**
Second semester of third year while interning in the New York State Assembly.
Received a **1H. Honoured** on the **President's List**.

Other Education: **Certificate** in UCC's short evening course - From Israel to Isis: The greater Middle East (2017).
ECDL Award (2018).
Leaving Certificate Examination, St. Peter's Community School, Passage West, Co. Cork. Results: 485/600 including an A2 in higher level Irish

Work Experience

2022 - Present: Paralegal in the Infrastructure, Construction and Energy Group of ByrneWallace LLP.
On secondment to the Environmental Protection Agency (EPA)

- Create and maintain up-to-date records of financial provision instruments through the EPA-ByrneWallace portal, EDEN portal and internal files.
- Liaise with members of the EPA's financial provision team, licensees and solicitors.
- Conduct legal research, analyses of the instrument reviews received from ByrneWallace and review existing financial provision instruments in place.
- Draft and send instrument expiry notices, bond provider warning letters, deferred demand letters, cancellation letters and approval memorandums.
- Administer open case files and the closure of completed instructions.
- Provide administrative support to the financial provision team.

2021- 2022: Legal Administrative Assistant in PJ O'Driscoll & Sons Solicitors

- Create and maintain up-to-date client files and records.
- File, organise and maintain the firm's correspondence, case files, wills and title deeds of clients.
- Coordinate with suppliers of stationery and office equipment, storage facilities such as Iron Mountain, the Irish Courts, information technology providers, couriers and postal services.
- Aid the firm's accountant with the maintenance of the financial accounts of clients and the firm.

2020- 2021: Seller Onboarding Associate in Amazon, Cork.

- Support Amazon sellers and ensure compliance with procedures.
- Collect the required information and documentation and conduct verification checks.

2019: New York State Assembly Intern - Legislative Aide in the Office of Assembly-Member Deborah J. Glick.

- Research potential legislation, report on legislation and prepare policy positions.
- Carry out legislation sponsorship requests, sign-ons to bills and track them.

- Write sponsorship memos for bills.
- Aid in the conduction of committee meetings.
- Meet with lobbyists and interest groups.
- Conduct administrative duties.

2016-2018: Retail Assistant in Easons, Mahon Point, Cork.

Skills

IT: Proficient user of Microsoft Office applications such as Word, Excel and Powerpoint due to completion of the ECDL. Created excel spreadsheets of sponsored legislation whilst working for the Assemblymember and maintained excel spreadsheets recording financial instruments in the EPA. Online research skills developed through legal/case analyses, research papers, policy positions and assignments. Capable of Google Suite and Sharepoint operation and electronic file and email management.

Communication: Highly capable of communicating effectively and logically in a professional, yet personable manner with the general public, lobbyists, politicians, organisations and interest groups due to working in Assemblymember Glick's office, Amazon and PJ O'Driscoll & Sons. Confidently hosted discussion forums, acted as spokesperson and made speeches as Chairperson of UCC Feminist Society. Consistently liaise with the financial provision team, solicitors in ByrneWallace LLP and the licensees.

Organisational: Strong time management skills and equipped in prioritising effectively due to having led and attended important meetings and produced time sensitive documents such as Bill sponsorship requests for Assemblymember Glick. Managed files in PJ O'Driscoll & Sons Solicitors. Engagement with the financial provision process which operates in accordance with strict deadlines due to instrument expiry dates. Coordinated an intervarsity event with prestigious speakers and workshops for UCC Feminist Society as the FemPower Officer.

Leadership/Management: Effectively planned and delegated the management of the social media, multiple weekly events, campaigns and finances of UCC Feminist Society as Chairperson.

Team-work: Familiar with working as part of a team to achieve targets, meet deadlines and promote a strong teamwork ethos to maximise efficiency.

Interests and Achievements

- Participant in the International Criminal Court Summer School 2021 at NUI Galway.
- Former ONE Campaign Ambassador.
- Organised and managed a four day intervarsity event online, #FemPower for international women's day
-<https://www.eventbrite.ie/e/fempower-intervarsity-feminist-festival-tickets-141879588669#>.
- Distinguished Intern Research Paper Award from the New York State Assembly (2019).
- Assisting Dr. Dug Cubie in the International Disaster Law Project.
- Coordinating with MECPATHs and various UCC departments to establish a module on combatting human trafficking.
- Former Ordinary Committee Member, International Officer, FemPower Officer and Chairperson of the Feminist Society.
- Former Finance Office, Vice-Chairperson and Chairperson of the UCC Europa Society.
- Participant in the Coppieters Academy 2018 on Gender Equality in a Changing Europe.
- Represented Co. Cork in the history research project on World War One (WW1) soldiers known as myadoptedsoldier.com. Recognised in the media and filmed by RTÉ for a documentary.
- Hold a full clean driving licence.

References Available Upon Request.