| Kelly Tyner BSc Law |
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**Education**

**University of Limerick** *September 2013- May 2017*

**BSc. Law Plus Economics (Law Plus)**

* 2.1 honours
* **Core modules**: Company Law, Tort law, Contract law, Constitutional law, Equity & Trusts Law, and Economics.

**Western Illinois University** *September 2011- May 2012*

* Studied Psychology for one year.

**Work Experience**

**Property Management Assistant, CT Insurance Co. (Chicago)** *June 2016-August 2016*

Worked with real estate advisors to close the sale of a property by establishing deeds and obtaining lending approval.

* Reviewed the lending institutions instructions and determined what actions needed to be taken to ensure completion of the closing.
* Worked with the lending institutions to obtain funding approval.
* Delivered recordings to the correct county and uploaded this to the software programs. These included SoftPro, MyDec, Oracle, Smartview, and more.
* Verified that all recording fees and MYDEC stamps were disbursed from the corresponding escrow file, printed the single balance ledger report, and obtained the correct signatures.

**Legal Assistant, Clohessy & Minihane Solicitors (Limerick)** *January 2016- Present*

The firm specialised in family law, property law, and general litigation matters. My main area of focus was family law and assisting the solicitor through daily operations of general litigation.

* Researched legal documents to investigate the facts and law of cases, to determine causes of action in order to prepare cases.
* Prepared affidavits and maintained document files and case correspondence.
* Updated and maintained the case software program and proficiently used Microsoft office products for client correspondence.
* Reviewed and filed pleadings, petitions and other documents relevant to court actions.

**Student Advisor (USA Students), International Studies Abroad** *March 2013- Present*

On-site liaison between the University and the assigned group of international students. Gained extensive skills in cross-cultural communication and performed ad hoc duties in presenting and coordinating.

* Mentored 5-10 international students’ and managed their accommodations, flights, and module schedules.
* Organized excursions and cultural events within an assigned budget.
* Used software programs like Zimbra, Webex, and skype to communicate with other employees around the world.

**Junior Operations Manager, Prestige Services (Limerick)** *March 2013- December 2015*

Prestige Services is a cleaning company servicing the industrial, commercial, and residential sectors in the Munster region. Focused on advertising the business through IT programs and calculating the costs/spending through invoicing.

* Created a customer service manual to assist in training new employees.
* Created a website using WordPress.
* Assisted in the process of interviewing new employees.
* Arranged meetings with advertisement agencies to promote the company. These included 95FM, Limerick Leader, and the Limerick Post.

**Achievements/Interests**

* Presidential certificate of recognition award from UL for commitment to volunteering. (2013-2016)
* Certificate of recognition award from UL for active participation in student council. (2014-2016)
* UL Law Society Committee- Representative for my graduating class/mooting officer. (2016)
* UL International Society Member (2013-Present)
* UL Student Council - Law department rep., student rep., and faculty rep. (2013-Present)
* UL Division 1/Super league basketball player.

**Referees:** Available upon request.