**Kelvin Hyland**

**664 Howth Road, Raheny, Dublin 5**

**0851438603**

**Kelvin.hyland6@mail.dcu.ie**

**Relevant Work Experience:**

*Legal Executive,* **Beauchamps:** August 2019- Present

Legal Exec role in a busy Litigation department:

* Dealing largely in debt collection
* Preparing Civil bills for issuing and subsequent serving
* Drafting Affidavits
* Attending Counsel
* Drafting Demands for clients to issue to borrowers

*Law Clerk,* **Beauchamps:** February 2019 – August 2019

Law Clerk job in a top commercial law firm, duties included:

* Filing documents in central office and various court offices in Dublin
* Attending the Land Registry
* Attending the CRO
* Ensuring all outgoing Post and DX was ready on time

*Summer Intern,* **Ronan Daly Jermyn**: June 2018 – July 2018 (4 weeks)

July rotation of the firms summer internship programme which included tasks such as:

* Briefing cases for the Litigation department
* Attending Counsel in proceedings
* Assisting in client meetings
* Researching
* General Admin work
* Liaising with Trainee Solicitors and other Interns

*Intern,* ***Moran and Ryan Solicitors***: September 2017 – October 2017 (6 weeks)

Internship in a mid-sized boutique law firm in Dublin City Centre.

Duties Included:

* Assisting the firm in a smooth transition from their old office to their new one, while simultaneously constructing a new filing system for all of the firms files.
* Aiding Legal Executives in drafting various legal documents.
* Contacting courier services such as Cyclone in order to move old files off site and to bring in files needed for reopened cases.
* Postal duties such as scanning and accounting for post for each member of staff as well as collecting and delivering DX daily.

*Intern,* ***Barron Morris Solicitors***: May 2017 – September 2017

Interning in a small general practice firm located in Dublin.

Duties included:

* Dealing with Clients in various matters.
* Attending Counsel in Court Proceedings, mainly Civil matters but occasionally Criminal matters.
* Drafting legal documents and issuing documents such as summonses and applications.
* Reading Contracts for Sale in Conveyancing proceedings. Claiming Legal Aid payments for Civil and Criminal proceedings.
* Researching legislation for cases. I also occasionally took over legal secretary work such as organising appointments for the firm’s solicitor’s. I would also have researched any precedents for various cases.
* Creating PIAB applications for clients in Personal Injury cases and obtaining necessary details from correspondence with the injured party and the insurance companies for both parties.

*Intern,* ***Carvill Rickard Solicitors***: February 2012 – March 2012

Short term position as part of Transition year work experience.

Duties included:

* Organising Files, converting hard copies of documents to electronic copies, assisting firm associates in any other way.

**Education:**

**Law Society,** MOOC, **Sports Law in Ireland,** 2018

**Law Society,** MOOC**, A Solicitors’ Guide to GDPR**, 2018

**DIT**, PG Dip, **Finance**, 2017- 2018, Grade: **2.1**

**DCU**, UG Degree, **BCL (Law & Society)**, 2014-2017, Grade: **2.1**

Leaving Cert Results 2014:**Higher Level**: English: C2, Irish: B1,Business: B2, Maths: D1, History: C2, French: C3, Biology: D3, **Total Points: 420**

BCL Final Year Results 2017:**Semester 1:** Trusts Law: 58, Equity: 58, Property Law: 59, Genetics Law and Society: 64, Jurisprudence: 61, **Semester 2:** Adv Property Law: 63, Law and Body Politics: 61, Jurisprudence 2: 63, Dissertation: 64

Dissertation Title: “*The Impact on Directors Duties as a Result of the Introduction of the Companies Act 2014 and Also Where Further Reform Could Be Introduced.”*

**Other Work Experience:**

*Cashier,* ***Centra Ireland***: May 2016 – September 2018

Retained Regular customers through friendly and efficient service, organised everything for morning staff the following day.

*Sandwich Artist,* ***Subway California***: June 2015 – August 2015

Serving Customers, day to day running of the store, maintained a high standard of hygiene and responsible with closing up the building each evening.

**Achievements:**

Academic: **Student of the Year, 2013** and **2014**

 **DCU Access Scholarship Recipient, 2014**

Sporting**: Taekwondo Black Belt**

 **Leinster Football Champion**, DCU 2014,

 **Leinster “D” Champion**, The Donahies Community School, 2012,

 **Club Person of the Year**, St Monica’s GAA, 2013

Work: **Employee of the month,** Subway, 2015