

Curriculum Vitae – Kevin Cowhey

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Objective

Looking for a new and challenging experience that will fully utilise existing skills while enabling career development.

Education

- LL.M.** University College Dublin (2015-2016) (Grade: 2.1)
Subjects: International Commercial Arbitration (A), Corporate Governance (A-), Regulatory Governance (A-), White Collar Crime (B+), Media Regulation (B+), Insolvency Law (B-), Dissertation (B-).
- B.C.L.** Dublin City University (2012-2015) (Grade: 2.1)
Subjects include: Constitutional, Company, Property, Criminal and Contract Law, The Irish Legal System, Public International Law, Tort, Moot Court, Healthcare Law, European Union Law, Law of Evidence.
- Leaving Certificate** Clongowes Wood College, Naas, Co. Kildare (2012)

Work Experience

- Jun '16 – Ongoing** Legal Secretary, Mary Cowhey & Co. Solicitors, Maynooth, Co. Kildare
- Dealing with clients, lending institutions, insurance companies and solicitors on a daily basis; and
 - General office administration including managing documentation, information systems and company accounts.
- Jun '15 – Aug '15** Waiter, Kitty O'Sheas Pub and Restaurant, Chicago, Illinois, USA
- Adhering to all relevant organisational procedures in setting up the restaurant and closing the premises at the end of the day;
 - Ensuring accuracy with information when processing orders and placing charges against guests' accounts; and
 - Showing an ability to cope with challenges in a fast paced environment.
- Jun '14 – Aug '14** Waiter, Chicago Yacht Club, Chicago, Illinois, USA
- Welcoming members and visitor guests into the facility, ensuring regular patrons' requests and requirements are adhered to;
 - Working as part of a team to provide comprehensive levels of service to diners, in order to deliver their dining experience as promised by the company ethos; and
 - Demonstrating the highest levels of professionalism in taking orders and providing both the food and wine service.
- Jan '13 - Dec '13** Brand Ambassador, Century Merchandising Services, Dublin
- Promoting a range of brands including Sony and Vodafone, ensuring all guidelines are adhered to and demonstrating excellent product and company knowledge; and
 - Speaking with new and existing customers as a representative for the company during events to maximise brand awareness and sales levels.
- 2010 (1 week)** Work Experience / Trainee, Dillon Eustace, Dublin
- Gaining office administration experience, including typing and producing documentation, binding, scanning and photocopying information.

Further details

- Personal Achievements:**
- Ran 200 km to raise €80,000 as part of a team for Crumlin Children's Hospital
 - Volunteered to provide care for special needs children during a 1-week holiday
 - Labouring in Lesotho, Africa to improve standards of living
 - Represented Clongowes Wood College Rugby team at Junior and Senior Cup level
 - Elected as a Houseleader at school to undertake additional responsibilities

Interests: Sport: I play tag rugby and 5-a-side football