**Contact Details**

Name: Kevin O’Keeffe

Date of birth: 18/07/1995

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**Summary**

Honours Bachelor of Civil Law graduate with a 67.8% GPA and twelve First Class Honours. I have successfully completed 3 Law Society of Ireland FE1 examinations while working full-time and maintaining family commitments. In this time, I have also attained a diploma in Criminal Psychology (Corp.Fraud) while preparing for the remainder of my FE1 exams.

These achievements have been supplemented by experience in legal practise through positions with leading Irish law firms such as RDJ Glynn and A&L Goodbody. Valuable legal experience was also gained from my time with Patrick Farrell Solicitors. Moreover, I have gained unique skills and abilities from employment with Procter and Gamble. These factors will allow me to become a diligent, dynamic and useful addition to your firm.

**Employment Experience**

**March 2017-August 2018: Manufacturing Team Member at Oral B, Procter and Gamble, Green Rd, Newbridge, Co. Kildare.**

**Duties:**

* Active and vocal participation in daily and monthly meetings that concerned work and company policy.
* Fault and Quality detection.
* Operating complex machinery in sync with internal systems and standards.
* Working as part of a team in a pressurised environment to ensure sustained high performance.

**June 2016 – March 2017:** Period spent on family care and health issues.

**December 2015 – March 2016: Legal Assistant at RDJ Glynn Solicitors, Galway City.**

**Duties:**

* Conducted extensive legal research that my principal could utilise in ongoing litigation.
* Consulted external support services to achieve solutions for a client.
* Prepared and organised correspondence and documentation of a satisfactory standard for court use.

**July 2015: Legal Assistant at Patrick Farrell Solicitors, Newbridge, Co. Kildare.**

**Duties:**

* Worked on personal injuries case files and consulted with external support services.
* Attended client meetings and motion hearings.
* Assisted in Public Notary functions i.e. the swearing in and witnessing of legal documents.
* Adhered to confidentiality agreements.

**Education**

**Institute of Commercial Management:** Diploma in Corporate Fraud (68%) July 2018

**Law Society of Ireland:** 3 Pass Results. March 2018

**NUI Galway:** Bachelor of Civil Law, Result 2:1 (67.8%). October 2016

**Patrician Secondary School, Newbridge, Co. Kildare:**

Leaving Certificate: 465 points. June 2013

**Personal Skills**

* Consistently demonstrate responsibility by simultaneously managing family, educational and professional commitments in a balanced and effective manner.
* Diverse and adaptable: I have been able to succeed in varying and complex working environments.
* Excellent interpersonal skills: Developed by working in prestigious Irish corporate law firms and other reputable organisations with a global footprint.

**Referees**

References are available on request.