

Kiain Fleming

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An ambitious, intuitive, and organised Law Graduate proven capable of working independently and as part of a team in a demanding fast-paced legal environment.

Education

St. Brendan's College Graduation: May 2016
Leaving Certificate – 555 Points

University of Limerick Graduation: August 2020
Bachelor of Laws – 1st Class Honours
○ President's List 2017 – 2020

Work Experience

The Killarney Park Hotel June 2019 – Present
Concierge Killarney, Co. Kerry
○ Greeting guests and welcoming them as per Leading Hotels of the World Standards.
○ Valet parking of guest's cars and delivery of their luggage to bedrooms.
○ Responding quickly to guest requests for dining reservations, tours, and events.
○ Assisting front of house staff during demanding periods of the day.

Edward O'Sullivan State Solicitor June 2019 – June 2019
Intern Tralee, Co. Kerry
○ Attending meetings in preparation for trial with prosecuting barristers.
○ Prepared and reviewed legal documents for court proceedings quickly and efficiently.
○ Attended meetings with opposing counsel regarding ongoing criminal proceedings.
○ Attended the Circuit Court during criminal trials.

LK Shields Solicitors June 2018 – January 2019
Paralegal Dublin 2
○ Assisting with litigation preparation in compiling case files and counsel briefs.
○ Maintained statutory records and books of multiple companies.
○ Attended Courts and CRO for lodging of important legal documents in relevant offices.
○ Ensured statutory compliance procedures, systems, and documents were up-to-date.

The Killarney Towers Leisure Club September 2014 – May 2018
Leisure Club Attendant Killarney, Co. Kerry
○ Supervision and ensuring the safety of a busy public swimming pool and gym.
○ Assisting a range of customers with leisure facility queries in a busy hotel environment.
○ Ensured end of day stock and money procedures were efficiently completed each night.
○ Acted as primary first aid responders for three sister hotels.

Qualifications & Skills

Computer Skills

- European Computer Driving Licence (ECDL)

- Good knowledge of legal IT software
- Basic 'Opera' Hotel Software Skills

Languages

- English – Native
- Irish – Basic
- Italian – Basic

Other Qualifications

- Full Irish Driving Licence
- Manual Handling Certificate
- Irish Water Safety `National Pool Lifeguard Award Level 1`

Achievements

- Lived in Italy for four months on an Erasmus Exchange Programme.
- Completed an 80km charity cycle in aid of a number of charities across Ireland.
- Awarded a 'UL40' Entrance Scholarship by the University of Limerick.
- Commendation from the University President for multiple sets of exam results.
- East Kerry Football Winners Medal.
- Award from Board of Management of St. Brendan's College in the Leaving Certificate.
- Social Awareness Award for participating in organisation of 'Cycle Against Suicide'.
- Volunteered as Neutral Service Mechanic for the *Rás Mumhan* Cycling Race.
- Travelled to Lourdes as a carer on the Kerry Diocesan Pilgrimage.
- Bronze *Gaisce* Award

References

Academic

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Employer

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