

## **Lorraine Kelly**

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### **Third Level Education**

Bachelor of Corporate Law, NUIG (2018–2022)

**Overall Result: 1:1**

**Final Year Result: 1:1** (Class Ranking: 4<sup>th</sup> out of 58 students)

Modules: Employment Relations (80) Family Law II (77) Taxation II (76) Alternative Dispute Resolution (74) Clinical Placement (72) Environmental Law I (72) Environmental Law II (71) Evidence (70) Banking Law (68) Family Law (65) Legal & Business Ethics (65) Taxation I (59)

**Third Year Result: 2:1** (Class Ranking: 3<sup>rd</sup> out of 59 students)

Modules: Criminal Law II (72) Applied Microeconomics (71) Industrial and Intellectual Property Law (70) Health and Safety Law (70) Labour Law II (68) Land Law II (68) Global Marketing (68) Equity I (66) Labour Law I (64) Equity II (63) Land Law I (61) Criminal Law I (60)

**Second Year Result: 2:1** (Class Ranking: 16<sup>th</sup> out of 86 students)

Modules: Legal Essay (78) Macroeconomics for Business (77) Entrepreneurial Venture Development (71) Company Law II (70) Marketing Principles (68) Business Finance (67) Microeconomics for Business (59) Management (57) European Union Law II (66) Commercial Law (63) Company Law I (62) European Union Law I (61)

**First Year Result: 2:2** (Class Ranking: 25<sup>th</sup> out of 89 students)

Modules: Introduction to Financial Accounting (64) Introduction to Management Accounting (63) Constitutional Law (58) Tort Law (56) Spanish (53) Contract Law (50) Irish Legal Systems (50) Legal Methods and Research (40)

### **FE1 Results**

**March 2023:** European Union Law (59) Company Law (57) Constitutional Law (57)

**October 2023:** Equity (63) Contract Law (50) **March 2024:** Property Law (56) Tort (53)

**October 2024:** Criminal Law (Awaiting Results)

### **Second Level Education**

Coláiste na Sceilge, Caherciveen, Co. Kerry (2012 – 2018)

**Leaving Certificate:** 474 Points

### **Work Experience**

**June 2022 – Present: Legal Secretary - Comyn Kelleher Tobin LLP, Co. Cork**

Managed workload of Partner in the medical negligence department reporting to high profile clients such as the HSE and State Claims Agency. Drafted and lodged High Court pleadings including Notices of Motion, Affidavits, S.I. 391s, Notices and Replies to Particulars, prepared and distributed discovery and briefs.

Co - ordinate administrative duties for Partner reporting to Child and Family Agency. Assemble and serve applications, Notices of Re - Entry and Care Orders pursuant to legislation, maintain case

management system for over 500 files. Simultaneously manage work in the Family Law Department to include drafting Affidavits of Means, Civil Bills, PAOs, vouching documentation and diary management.

**January 2022 – May 2022: Student Tax Advisor – NUIG Tax Clinic, NUI Galway, Co. Galway**

Listened to 15 students on a weekly basis regarding tax affairs and issues, communicated and provided effective solutions. Assisted with income tax returns, distributed information on revenue system, applicable tax credits and allowances.

**June 2019 & June 2020: Accounting Intern - PSC Accountants & Advisors, Co. Kerry**

Collaborated with senior accountants to complete accounts, prepared income and expenditure accounts, petty cashbooks, general ledgers and balance sheets. Restructured electronic filing system to accelerate productivity.

**May 2016 – September 2018: Customer Service Representative – FEXCO, Co. Kerry**

Answered 150 calls on behalf of Aer Lingus on a daily basis. Reassured customers on flight status in the event of cancellations and delays by offering solutions. Promptly addressed and solved complaints restoring trust in the airline and ensuring client satisfaction.

**Skills Profile**

**Organisational and Time Management** - Working full time as legal secretary in a high pressure environment whilst passing FE1s on first attempt has ensured a structured, analytical and well informed approach to work ensuring efficient completion of tasks and deadlines.

**Innovation and Collaboration** – Established as Treasurer of NUIG's Law Society during the Covid – 19 pandemic whilst rapidly and innovatively working as a team to radically overhaul the delivery of services meeting the needs of 500 members in a virtual manner.

**Commercial Awareness** – Developed a propensity for remaining up to date with current affairs and an ability to devise changes to mitigate and prepare for business risk having been immersed in employment across various sectors and family's glazing business from a young age.

**Achievements**

- Completed the 54321 Challenge for local charity in Co. Kerry, Skellig Stars.
- Received NUIG's Employability Award 2020.
- Obtained NUIG's Seas Suas Suicide Prevention Certificate.
- Awarded the Royal Irish Academy of Music Honours Grade 8 Certificate in Piano.
- Awarded the Scrudú Ceol Tíre Honours Grade 6 Certificate in Fiddle.
- Granted Áonad Student of the Year whilst in Coláiste na Sceilge.

**Interests**

- Member of Waterville Golf Links and previous captain of the girls team. Highlights include captaining the girls' team to win silver at provincial level in a school's tournament.
- Member of Iveragh Athletics Club having obtained gold and silver at provincial level in both cross country and track, continue to compete in marathon events.
- Outdoor enthusiast passionate about hiking, kayaking and swimming. Regularly take part in triathlon and swimming charity events such as Coldvember.
- Player and member of gaelic football team Southern Gaels LGFA.

References available upon request.