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| **SKILLS**   |  |  | | --- | --- | | **Analytical** | **Microsoft Office** | | **Data Entry** | **Organization** | | **Planning** | **Reporting** | | **Communication** | **Research** | | **Investigation** | **Teamwork** |   **EDUCATION**  ***September 2020 – Present: Law Society of Ireland – 6 FE-1 Exams Completed & 2 Remaining***  ***2013 – 2014:* National University of Ireland, Maynooth**  **Master of Laws (LLM) – 2.1 Honours (68.3%)**  Subjects include: Criminology & Criminal Justice [65%]; White Collar Crime [58%]; Introduction to Tax Law [70%]; International Trade Law [68%]; Employment Law [68%].  LLM dissertation: “*A Comparative Analysis of the Legislation and the Related Corporate Rescue Procedures in Ireland and Other Common Law Jurisdictions*” [73%].  ***2010 – 2013:* National University of Ireland, Galway**  **Bachelor of Civil Law – 2.2 Honours**  ***2004 – 2010:* St. Jarlath’s College, Tuam, Co. Galway&**  **Yeats’ College, Galway**  **Leaving Certificate – 500 points**  (Irish – B2; English – B3; Maths – D3 (Ord); Business – A2; History – B1; French – B1 (Ord); Economics – C1; Geography – A1)  **HOBBIES & INTERESTS**  ***SPORT***– I was a member of and played for Lucan Sarsfields GFC and Corofin in Galway during which time we won numerous under-age county titles and competed in two all-Ireland tournaments. While living in Australia, I played with Padraig Pearses in Melbourne.  I have run in three half marathons while I am now training for my first one this year. While studying at university I was a member of the NUIG and NUIM Athletics Clubs.  **TRAVEL**- I have travelled extensively in Europe and Asia. I spent six months working and travelling in Australia while I have also spent four months backpacking solo through Malaysia, Vietnam, Thailand and India.  **PSYCHOLOGY** – I recently completed the Turning Point foundation course in Psychotherapy and Counselling. | **EXPERIENCE**  ***August 2018 to July 2020:* Grant Sugrue and Co., Greenmount Office Park, Harold’s Cross, Dublin 6W**  ***Trainee Forensic Accountant***   * Prepare detailed financial summaries. * Review and analyse disclosure or discovery evidence, financial documentation and various pieces of information. * Organize documents and files for each case I am assigned. * Co-ordinate and communicate with various parties including solicitors, barristers, mediators, loss adjusters, actuaries etc. * Conduct research to ensure all information gathered is accurate and reliable. * Communicate the results of my analysis clearly and concisely, in both written and verbal forms.   ***October 2017 to March 2018:* Goals A & N, 14 Goodyear Drive, Thomastown, Victoria, Australia**  ***Removalist***   * Checked with customers which items were to be moved and to which location. * Took apart larger items of furniture for packing into our vehicle and secured them safely. * Drove to new locations and unloaded items while assisting customers during the move. * Made inventories and records of the furniture, material and supplies received for delivery. * Worked in a team for long periods to deliver excellent customer service.   ***September 2016 to September 2017:* Mercer, Charlotte House, Charlemont Street, Dublin 2**  ***Pension Fund Accountant***   * Managed the TAR (Trustee Annual Report) process from preparation stage through to external audit. * Ensured TARs were issued to Trustees within 9 months of the pension scheme year end. * Complied with all department internal controls and procedures to minimise risk of any potential TAR non-compliance. * Peer reviewed and completed work on files submitted by other teams in advance of external audits. * Built and maintained strong relationships with administration colleagues, working with them on queries as required. * Displayed strong attention to detail, ensuring daily interventions were taken on cases to facilitate internal targets. * Escalated any matters to the team managers when required well in advance of any internal delivery dates. * Updated all MIS tracking systems (Master Schedules, Daily Input Trackers etc.) used for internal management reporting and planning purposes.   ***January 2016 to July 2016:*Mazars, Harcourt Centre, Harcourt Road, Dublin 2**  ***Insolvency Administrator***   * Set up and managed insolvency cases effectively and efficiently. * Progressed cases within defined timelines and ensured all procedures are met. * Performed administrative and financial reporting tasks related to the cases, including bank reconciliations and accounts payable control. * Liaised with other team members external service providers. * Prepared and sent correspondence. * Provided support to the management team and ensured cases meet statutory/regulatory requirements. * Prepared for meetings by researching key information. * Completed tax returns, cash flow reports and budgets.   ***Previous:* Summer Internships at Grant Thornton from 2011 to 2014**  **References Available Upon Request** |