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|  | MARTIN KELLYmsskelly@live.ieEnvelope+ 353 (0)83 068 9391Smart Phone |

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| **SKILLS**

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|  **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** |