

# NATALIE KELLY

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## Summary

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### Skills:

- Quick learner, keen to learn and improve skills.
- Excellent organisational skills, with attention to detail.
- Remarkable punctuality and timekeeping.
- Ability to work well under pressure.
- Strong written and verbal communication skills.
- Easily self-motivated, with the ability to take initiative.
- Strong customer service skills.
- Teamwork skills but can work on my own.

## Achievements

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- Developed a new intern orientation guide called “How to clerk in the Four Courts” for O`Hanrahan Lally D`Alton Solicitors.
- Full Irish License of 3 years.
- Promoted to being part of the administrative team within 7 months at Next Retail Ltd.
- Obtained a team coach status in Next Retail Ltd.

## Relevant Experience

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### **Intern at O`Hanrahan Lally D`Alton Solicitors, 77 Talbot St., Dublin 1.**

5th June – 27th July 2018

### Responsibilities:

- Assisted solicitors and partners in office.
- Attended the Four Courts daily to stamp, lodge and collect documents in all court offices and the Property Registration Authority.
- Communicated with clients and barristers before trials or during settlement negotiations.
- Aided in the orientation of a foreign intern.
- Correlated documents for medical discoveries and made relevant phone calls.
- Reviewed old files to assist in creating a database for the firm`s Closed File Directory.
- Developed a new intern orientation guide called “How to clerk in the Four Courts” for O`Hanrahan Lally D`Alton Solicitors.

## Other Experience

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### **Part-Time Sales Consultant in Next Retail Ltd., Liffey Valley Shopping Centre, Dublin 22.**

22nd October 2018 – Current date

#### Responsibilities:

- Maintaining a high level of customer service and ensure customers are satisfied.
- Administrative functions including till counts, top-ups and lifts.
- Processing payments, web orders and returns in both areas.
- Answering queries from customers and handling customer complaints.
- Involved in stock control including audits of customer parcels.

### **Part-Time Sales Assistant in River Island, The Marshes, Dundalk, Co. Louth.**

15th June 2017 – 14th October 2018

#### Responsibilities:

- Similar to those in Next Retail Ltd.

### **Part-Time Kitchen Porter at the Greenmount Restaurant, Dundalk, Co. Louth.**

3rd July – 28th August 2016

### **Part-Time Sales Assistant in Luke Murphy Pharmacy, Crossmaglen, Newry, Co. Down.**

8th December 2014 – 4th March 2016

## Education

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**College Education** - Maynooth University.

**Third Year:** 63% average

| <b>Module</b>                            | <b>Grade (%)</b> |
|--|------------------|
| Land Law                                 | 70%              |
| Family Law                               | 66%              |
| Jurisprudence                            | 66%              |
| Jurisprudence II                         | 65%              |
| Dispute Resolution: skills and processes | 63%              |
| Equity and Trust                         | 60%              |
| Company Law                              | 57%              |
| Employment Law                           | 54%              |

**Second Year:** 59% - transferred into Bachelor of Laws from a Bachelor of Arts.

| Module                                    | Grade (%) |
|---|-----------|
| Moot Court                                | 70%       |
| Introduction to the American Legal System | 67%       |
| Constitutional Law                        | 64%       |
| International Law                         | 61%       |
| Innovation in Professional Practice       | 58%       |
| Evidence                                  | 57%       |
| European Union Law                        | 54%       |
| Administration Law                        | 50%       |
| Criminal Law                              | 49%       |

**First Year:** Studied Double Law, Greek and Roman Civilisation and Business Management.

| Module                         | Grade (%) |
|--------------------------------|-----------|
| Introduction to Law I          | 72%       |
| Legal Research Methods         | 66%       |
| Introduction to Legal Research | 60%       |
| Tort Law                       | 60%       |
| Introduction to Law II         | 60%       |
| Constitutional Law             | 54%       |
| Contract Law                   | 43%       |
| Criminal Law                   | 40%       |

**Secondary Education** - St. Louis Secondary School, Castletown Rd, Dundalk, Co. Louth.

Leaving Certificate completed in 2016 – Total point: 355

| Subject     | Grade | Level    |
|-------------|-------|----------|
| English     | C2    | Higher   |
| Irish       | C1    | Ordinary |
| Mathematics | B1    | Ordinary |
| Business    | B2    | Higher   |
| Geography   | B2    | Higher   |
| Accounting  | D3    | Higher   |
| French      | B3    | Ordinary |

## Interests

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### Travelling

- Thoroughly enjoy visiting new places and creating new memories and experiences. Some countries visited include Italy, Turkey, Poland and the United States. It is one of my aims to see as much as the world as possible.

### Reading

- Addicted to reading book series in the genres of fantasy, young adult and romance. Also tend to spend all day reading if allowed, with several times finishing 900+page books in under 24 hours. After all, we live and breathe words.

## Referees

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**Academic: Lecturer for the Maynooth University Law Department.**

Dr. Edana Richardson | (01) 474 7275 | [Edana.Richardson@mu.ie](mailto:Edana.Richardson@mu.ie)

**Company/ Organisation: Managing Partner at O'Hanrahan Lally D'Alton solicitors.**

Mr. Garrett Lally | (01) 8555162 | [Garret@olh.ie](mailto:Garret@olh.ie)