**PAULA KELLY**

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**EDUCATION:**

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| **2012 -**  **2016 (exp.)** | **Bachelor of Civil Law (International)**  *University College Cork*  ***Third Year (spent on ERASMUS at Charles University Prague)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *First Semester* | | *Second Semester* | |  | | Czech Constitutional Law | 1:1 | European Law in the Czech-EU Context | 1:1 |  | | Central European Judicial Culture | 1.1 | Commercial Law and International Transactions | 1:1 |  | | Private Law | 1:1 | Czech Criminal Law | 1:1 |  | | Czech Legal History | 1:1 | Contracts and Torts | 2:1 |  | | Public Policy: An Economic Perspective | 2:1 | Czech and European Environmental Law | 2:1 |  | | Theory and Practice of Human Rights | 2.1 | Labour Law and Social Security Law | 2:2 |  |   ***Second Year (Upper Second Class Honours, 2:1) (position in class, 4th)***   |  |  |  |  | | --- | --- | --- | --- | | Family Law | 70% | Law of Evidence | 64% | | Welfare Law | 68% | Law of Property | 64% | | Law of Torts | 68% | Clinical Legal Skills - Group Work and Presentation | PASS | | Law of the European Union | 65% |  |  |   ***First Year (Upper Second Class Honours, 2:1) (position in class, 9th)***   |  |  |  |  | | --- | --- | --- | --- | | Introduction to the Irish Legal System | 70% | Criminal Law | 65% | | Constitutional Law | 70% | Ceart na Gaeilge idir Scríobh agus Labhairt | 52% | | Law of Contract | 67% | Legal Research and Writing | PASS | |
| **2007- 2012** | **Secondary School Education- Intermediate School Killorglin**  **Leaving Certificate *(CAO Points: 550*)- All subjects taken at Higher Level**   |  |  | | --- | --- | |  |  |   **Junior Certificate*:*** 9 As, 1 B – All subjects taken at Higher Level |

**EMPLOYMENT & WORK EXPERIENCE:**

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| **Summer 2015** | **European Parliament Information Office in Ireland**  ***Role: Intern***  I completed a two week internship in the European Parliament Office. My tasks included:   * **Research:** I carried out various research tasks necessary to respond to inquiries from members of the public. I attended several talks given at the Institute of European Affairs. * **Secretarial:** I attended meetings with Deirdre Clune MEP and others at which the proposed Transatlantic Trade Agreement was considered and wrote up the minutes of the meeting.   **Comyn Kelleher Tobin**  ***Role: Intern***  I interned for three weeks at Comyn Kelleher Tobin, a leading commercial law firm in Cork. My tasks included:   * **Administration:** photocopying, filing, binding documents. * **Miscellaneous legal tasks:** hand delivering confidential documents to offices in Cork City, witnessing wills, assisting solicitors with a discovery application by redacting documents over which privilege was claimed.   **O’Donovan and Company Solicitors**  ***Role: Intern***  I completed a two-week work placement at O’Donovan and Company Solicitors. My tasks included:   * **Administration:** photocopying, filing, binding documents. * **Secretarial:** directing and answering telephone calls, taking telephone messages, answering routine queries. * **Publishing:** writing and uploading a blog to the office’s website,   After completing my internship, the Managing Partner, Karen O’Donovan, invited me back to the office to assist with research she was conducting on the effect of divorce and marital separation on children. I helped compose a survey and circulate it (by email, hand-delivery and post) to solicitors throughout Cork. |
| **Summer 2014** | **Courts Service**  ***Role: Work Experience Assistant***  I completed a six-week work placement with the Courts Service in Tralee. My tasks included:   * **Secretarial:** dealing with queries from members of the public and their solicitors (via telephone and email), * **Administrative:** filing, data inputting and photocopying. |
| **6/2012 –**  **Present Day** | **The Europe Hotel & Resort**  **The Dromhall Hotel**  ***Role: Waitress & Concierge***  I spent Summer 2012 working as a waitress at The Europe Hotel and subsequently used my accumulated experience to secure a part-time, though expanded role as waitress, hostess and concierge at the Dromhall Hotel. Competencies improved during my two roles in the hospitality sector include:   * **Organisational skills:** the ability to work in a fast paced environment and perform under pressure; ensure accuracy with respect to customer orders; correctly coordinate seating arrangements and dining reservations. * **Interpersonal skills:** the ability to confidently converse and build rapport with customers; handle customers’ queries and complaints; work effectively in a team. |

**EXTRACURRICULAR ACTIVITY & ACHIEVEMENTS AT UCC:**

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| **9/2013 - 5/2014** | **Secretary, UCC Fashion Society**  On commencing second year college, I was elected by the members of UCC Fashion Society to the position of Secretary of the Society. The Secretary’s main formal responsibility is to minute the meetings of the Society, but my involvement extended to helping to organise and publicise the Society’s frequent activities and events. Examples include:   * **Suits Night, Holy Cow Bar, Cork (November 2013):** this event was held in conjunction with UCC Cancer Society and UCC Commerce Society to raise money for charity. I helped organise the event by booking the venue and a photographer, and promoted it by canvassing with flyers and word-of-mouth marketing. * **UCC Next Top Model Final, Savoy Club, Cork (March 2014**): this is the Society’s yearly modeling competition. I helped by winning sponsorship for the event from a number of prominent clothing businesses in Cork and through hands-on management at the venue on the night itself. |
| **11/2014** | **Arthur Cox Prize Nomination**  I was placed within the top fifteen students in my undergraduate course on the basis of the results of my second year end of year examinations, meaning I was eligible to apply for the very prestigious Arthur Cox prize. |

**REFERENCES:**

Michael Talbot: 087 0531581 *(Manager of The Dromhall Hotel)*

Harry O’Connor: 087 249 7276 *(European Parliament Office)*

Deirdre Mulcahy: 087 6835682 *(Manager of Tralee court office)*