**Rachel Kelly**

12a Pembroke Park

Donnybrook

Dublin 4

Tel: (01) 6680837 Mobile: (086) 892 7587

Email: rachelkelly94@gmail.com

|  |  |
| --- | --- |
| **Education** |  |
| **University College Dublin** | **Business and Law 2013 – 2017**  Overall Result: 2.1 **\***  GPA: 3.59 |
| **Loreto College,**  **St. Stephen’s Green** | **Leaving Certificate** – 530 points **2011 – 2013** |
| **Legal Work Experience** | |
| **Eversheds Sutherland Summer Intern 30 May 2017 – 11 August 2017**   * Interned within the banking and financial services department for 11 weeks * Entrusted with a high level of responsibility ranging from preparing form C1s and minutes to attending   meetings with partners   * Prepared share charge deliverables, forms of notice and acknowledgement and constitutions * Lodged documents with the CRO and Probate Office * Involved in a multi-million euro restructuring deal * Received presentation and legal research training and attended the biweekly trainee banking course   **Dechert Intern 2 August 2016 – 9 September 2016**   * Interned for 6 weeks within the financial services group * Completed UCITS depositary agreement applications and drafted an investment application form * Worked on pro bono work alongside a partner drafting a constitution for a charity * Involved in the launch of a co-secretarial portal for which I attended meetings and gathered files throughout   **Kelly, Kennedy & Co. Solicitors Intern June 2014**   * Sat in on client meetings, client briefings with Counsel and acted as an assistant in the Family Court * Shadowed a solicitor preparing contracts which involved looking at title deeds and assisting with preparatory work for commercial transactions * Scanned files received onto the internal filing system   **Arthur Cox Work Experience 2011**   * Worked for one week in Arthur Cox in the Employment Department * Spent a further week shadowing a barrister in the Four Courts during my fourth year work experience  |  |  | | --- | --- | | **Other Related Experience** |  | | **Staunton’s on the Green Front Desk Receptionist June 2016 – August 2016**   * Meticulously processed reservations through various mediums * Adapted and responded to each circumstance to ensure the delivery of a personalised and professional experience * Was proficient with Hotsoft Management System   **The Courtyard, Marriott Front Desk Receptionist Ocean City, USA, Summer 2015**   * Ensured an efficient reception experience for Guests, including check in/out * Demonstrated a high keen awareness of customer service at all times, acting on negative customer feedback where necessary * Complied with hotel security, fire regulations and all health and safety legislation * Was proficient with Fosse Management System | | | **Temple Bar Inn Front Desk Receptionist July 2014 – June 2015**   * Handled all reservations through different channels (via email/ fax/telephone/ website) efficiently * Liaised with various booking agents and processed cancellations and reservations efficiently and cost effectively for the hotel * Ensured all telephone calls were handled politely and efficiently, establishing and accurately meeting the caller’s needs * Welcomed guests on arrival with great care and attention * Dealt with all guest complaints and/or remarks in a timely manner * Complied with hotel security, fire regulations and all health and safety legislation * Was proficient with Charts Property Management System | | | |
| **Achievements and Interests** | |

* **ERASMUS:** Selected, following interview, for the UCD Erasmus Programme in Università Commerciale Luigi Bocconi, completed in May, 2016
* **HARVARD LAW SCHOOL CERTIFICATE:** recently obtained a Harvard Law Certificate in Intellectual Property while on Erasmus in Bocconi University
* **ESN COMMITEE**: Selected to be an event organiser within the ESN Committee which involves organising trips around Ireland and social events each week for Erasmus students in UCD
* **PEER MENTOR**: Following an interview process I was selected as a Peer Mentor for incoming Business and Law Students 2014
* **JUNIOR LADY CAPTAIN**: I was Junior Lady Captain in Blainroe Golf Club. Responsibilities included; mentoring both new and existing Junior Members; organising and co-ordinating team events, administration duties and liaising with officials of the Club
* **GAISCE AWARD**: I obtained a Bronze Gaisce Award in 2011
* **STUDENT COUNCIL**: I was elected to the Student Council by my peers to represent their views and desires with School management
* **SPORT:** I play social hockey in UCD and enjoy tennis and golf
* **TRAVEL:** I love travelling and visited a number of countries in the past year. I completed a J1 Visa to Ocean City, Maryland. I have just completed an Erasmus in Milan, Italy
* I also enjoy reading, keeping fit and running

**\* University Results**

Modules – First Year:

Constitutional Frameworks B

Constitutional Rights B-

Contract: Formation B

Contract: Vitiating Factors B-

Law and Legislation B+

General Introduction to Legal Studies B+

Principles of Microeconomics C+

Maths for Business 1 A

ICT in Business B

Business in Society B+

Inside Organisations B-

Data Analysis B

Modules - Second Year:

Negligence and Related Matters B

Nominate Torts B+

EU Constitutional Law A-

EU Economic Law B+

Criminal Liability C-

Criminal Offences and Defences B+

Principles of Finance C+

People at Work B-

Foundations of Management Thought B+

Financial Accounting 1 C-

Business Analytics B

Marketing: Firms, Customers and Society C+

Third Year:

Company Law 1 B+

Matrimonial Law and Reliefs B+

Environmental Law & Policy A-

Financial Accounting 2 B+

Business Strategy B-

Strategic Market Management C+

European Intellectual Property 93%

Introduction to Italian Public Law 63%

International Business and Management 83%

Social Network Analysis 80%

Fourth Year:

Employment Law: Contract A-

Administrative Law Doctrine A-

Administrative Law Remedies A-

Sports Law A-

Company Law 2 B+

Property Law 1 B

Property Law 2 B

Behavioural Finance A

New Venture Creation and Develop A

Information Management B+

Tax in Society C+

Business and Personal Taxes B+