**Ronan Kennedy**

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Linkedin: [Linkedin profile](https://www.linkedin.com/in/ronan-kennedy-61b602123/) | Full Driving Licence

**Personal Statement**

Recent Masters and LLB of Law graduate. Seeking to take my career to the next step. Aiming to secure a position to further develop my analytical skills and knowledge in a practical and fast-paced environment. Experience in administrative roles, working both in the field and the office. These roles have involved the use of various IT skills and systems, manual labour and working to tight deadlines. I am seeking to bring a strong work ethic and attention to detail to a well-respected company. Career aim is to become a qualified solicitor.

**Education:**

2016 - 2017 Maynooth University

**MA in Criminology and Criminal Justice (Grade 2:2)**

2012 - 2016 Maynooth University

**LLB of Laws from (Grade: 2:1)**

2005 Marian College Mohill

**Leaving Certificate**

**Work Experience**

2017- Cathal L. Flynn Solicitors, Carrick On Shannon, Co.Leitrim

*General Practice Law Firm*

**Legal Intern**

* Preparing briefs for Circuit Court and High Court litigation.
* Assisting principal solicitor in residential and commercial conveyancing.
* Preparing closing documents for sale of property and dealing with requisitions.
* Drafting of wills, application for grants of probate.

2012-2017 Lyric Ireland, Ballinamore, Co.Leitrim

*Entertainment Equipment Providers.*

**Assistant Operations Manager (Part-Time)**

* Responsible for the sourcing, importing and sale of company products.
* Organising delivery schedules and routes.
* Day to day administrative duties such as processing invoices, taking customer orders and sourcing spare parts.
* Nationwide delivery of equipment.
* Day to day customer interaction, in person and over the phone.
* Deputising for the business owner when on leave. This entailed an element of project management, organising work schedules, ensuring timelines were being met.

2007-2011 Lunney Garages, Carrick on Shannon, Co.Leitrim.

*Main dealer for Citroen, Mitsubishi and Massey Ferguson vehicles*.

**Parts Advisor & Warranty Administrator**

* Responsible for maintenance of stock including car parts, spares, lubricants, tools and tyres.
* Sourcing parts, placing orders and organising deliveries.
* Control of invoices and any returns.
* Processing warranty claims for all vehicles and upkeep of company contracts, maintaining service schedules.
* Use of various computer systems.
* Ensuring customer queries are dealt with promptly and effectively, while making sure work area is kept to a high standard.

**Further Training:**

2018 Inner Winner Institute Personal and Professional Development Programme

2017 GPA Personal Development Programme

2017 MOOC Employment Law Certificate

**Interests and Achievements**

**Charity:** Recently travelled to Zambia, Africa to works with disadvantaged and disabled children. Personally raised €10,000 so far in 2018 to aid the Alan Kerins Projects and Self-Help Africa.

**Inter County Football:** Leitrim Senior Gaelic footballer since 2012. Individual awards and achieved numerous medals throughout my sporting career, including All-Ireland championship player of the week award in 2017.

**Coaching**: Coaching and Managing football teams with my club, Mohill GAA, as well as Maynooth University.

**Chairman** Maynooth University GAA club Chairman 2014/2015 & Vice Chairman 2015/2016.

**References**

**Available on request**