

Saoirse Kennedy Kelly
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Summary

Employed as a Paralegal in the Employment Law Department of ByrneWallace LLP, with over four years' experience in both a commercial and public law capacity. A highly detail-oriented professional, consistently commended for the speed and efficiency with which I handle various and diverse legal tasks, from research and the preparation of documentation for Court to communication with external bodies and clients. Proven ability to manage a heavy workload from conception to completion. Strong communicator with a track record of delivering clear and concise information for senior professionals. I am excellent at prioritising duties and responsibilities, and have developed strong time-management skills, balancing my full-time professional work with my studies as I undertake the FE-1 examinations. I am now seeking to apply these skills to the role of a trainee solicitor for the 2026 intake in ByrneWallace LLP.

Education

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| 2017 - 2021 | Bachelor of Civil Law
Dublin City University
Results: 1.1 |
| 2011 - 2017 | Leaving Certificate
Dominican College, 204 Griffith Avenue
Results: 507 Points |
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Employment History & Experience

Paralegal – Employment Law Department – ByrneWallace LLP

August 2022 – Present

- Provide comprehensive legal and administrative support to six legal professionals ranging from Solicitor up to Senior Partner, managing a high volume workload across various matters;
- Efficiently draft correspondence and legal documents, ensuring accuracy and adherence to deadlines;
- Conduct dictations and transcribe legal memos, maintaining a high level of attention to detail;
- Liaise with clients and Counsel, maintaining clear and professional communication;
- Act as a point of contact with third-party agencies, such as the Workplace Relations Commission (WRC), on behalf of my fee-earners;
- Draft and issue letters of engagement to new clients, ensuring compliance with legal requirements and clear communication of terms;
- Compile documentation from clients and prepare comprehensive briefs for Counsel;
- Prepare and assemble court books, ensuring all relevant materials are accurately compiled for court proceedings;
- Developed and manage a correspondence tracker using Excel for a high-profile case, ensuring streamlined communication and case management;

- Respond to telephone inquiries, providing timely updates and information to clients and legal teams;
- Draft and process invoices, ensuring accuracy in billing;
- File legal documents systematically and keep case files organised for accessibility and reference;
- Proactively familiarise myself with case details, ensuring thorough understanding to support my fee-earners effectively.

Graduate Diversity Intern – Civil Litigation in An Garda Síochána

December 2021 – August 2022

- Updating Garda Employee Management System with all incoming and outgoing external correspondence;
- Preparing briefs for the Chief State Solicitors Office;
- Liaising with the Garda National Vetting Bureau (“GNVB”) on appeal cases taken against the GNVB;
- Issuing advices to Garda divisions and offices in relation to legal queries regarding corporate and civil matters;
- Attending at and preparing documentation for the inquest hearings surrounding the Stardust Fire Inquest on behalf of An Garda Síochána;
- Providing the Commissioner with legal advice in response to complaints forwarded from the Policing Authority;
- Assumed position of project lead for a report to the Assistant Commissioner in relation to social media’s impact on young people’s perception of An Garda Síochána;
- Preparing a report for the CEO of the Road Safety Authority on the above project;
- Preparing sanction documents to the Commissioner in order to settle cases outside of court where deemed necessary;
- Drafting and issuing official statements on behalf of the Garda Commissioner; and
- Issuing minutes to the State Claims Agency (“SCA”) to brief the SCA on Garda personal injury complaints.

Paralegal/Intern - Litigation Department - LK Shields

September 2019 – March 2020

- Accurately handled data entry for clients into the company data management software, iManage;
- Prepared highly researched and articulate legal reports and articles;
- Adhered to company regulations and policies to avoid any possible data breaches, and attended lunchtime seminars on up-to-date firm procedures in relation to same;
- Conserved utmost discretion when working with case files;
- Prepared legal briefs and minutes for Counsel;
- Delegated tasks within a team of paralegals from a shared inbox;
- Trained the incoming paralegals; and
- Completed daily reports on progress.

Achievements

- **Professional**
- Nominated for and received a Service Excellence Award from an Associate during my internship with LK Shields, for my continued assistance and extensive preparation for a hearing during the Christmas period under strict time constraints;

- Nominated by senior management in An Garda Síochána for participation in University of Limerick's Human Rights and Policing course, due to exceeding work expectations. Completed the Level 8 module (6 ECTS) with a first class honours whilst working full-time.
- **Academic**
- Awarded Student of the Year from 3rd – 6th year in Dominican College for continued academic excellence and school involvement, and appointed History prefect in 6th year;
- Responsible for liaising with local TDs and arranging to register 102 6th year students who had obtained the age of 18 to vote;
- Graduated among the top 10 students in my undergraduate degree, consistently maintaining this position throughout my four years of study.

Extra-Curricular Activities

2018 – 2019

Public Relations Officer

DCU FLAC Society

- Co-ordinated a trip to Munich for 18 DCU FLAC members;
- Managed the society's social media accounts and maintained an active online presence;
- Promoted events at which high-profile speakers presented;
- Updated members of the society about upcoming events and information pertaining to the society as a whole;
- Organised legal clinics with professional solicitors and advertised them around the campus and college community;
- Scheduled training sessions for students who wished to sit in on legal clinics;
- Provided assistance and guidance to any students with legal concerns in strict confidence; and
- Trained and supported the incoming Public Relations Officer.

2023 – 2024

Volunteer

Dublin Dog Hub

- Help maintain a clean and safe environment for both the animals and the staff by adhering to health and safety protocols;
- Provide socialisation, exercise, and enrichment activities for the dogs to improve their wellbeing and chances for adoption; and
- Monitor the health and behaviour of the dogs, reporting any concerns to the Hub's full-time staff for prompt attention.

Additional Skills

IT

- Experienced in using case management software such as iManage to organise and record legal documentation and correspondence;
- Skilled in preparing professional documents, presentations, and reports using Word, pdfDocs, and Powerpoint;
- Proficient in drafting invoices and managing client billing using Axxia legal software, and reviewing Work in Progress (WIP) reports through Axxia, ensuring accurate tracing of case progress and billing information; and
- Strong typing and transcription skills, ensuring efficient dictation processing.

Referees

References available upon request.