**Tess Flannery**

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Education

**University College Dublin, Belfield, Dublin 2012 - 2016**

Bachelor of Business and Law (BBL)

* Graduated with a higher 2.1

**Loreto Abbey Dalkey, Dalkey, Dublin 2006 - 2012**

* Achieved 500 points in the Leaving Certificate in 2012

**EMPLOYMENT HISTORY**

**Legal Analyst at Brightflag August 2016 – Present**

* Working full time in a technology start-up building a global platform for the management and resourcing of legal work.
* Responsible for the overview and input of legal data into Brightflag software, engineered to provide more transparent and detailed breakdown of legal bills for clients. Responsible for producing monthly reports for clients with a granular analysis of legal spend.
* Responsible for customer success. Interpret client needs and provide solution focused responses.
* Liaise with the engineering team for the development of the software.

**Internship at A&L Goodbody July 2016**

* Employed as an intern in the corporate funds department. Responsible for updating and amending fund prospectuses, constitutional deeds, and associated documentation. Responsible for filing applications with the Central Bank for respective fund documentation and amending to reflect commentary.
* Other duties included preparing step plans and timelines for fund registration, creating structure charts, completing due diligence reports, drafting letters to clients, creating transaction bibles, and carrying out research.
* Winner of the Intern’s Presentation Competition.

**Internship at Aon Insurance Managers August 2015**

* Employed as an intern to support a project for the collation of data on the insurance and reinsurance market in Ireland.
* Duties included extracting useful information from company financial statements and producing a codified database to be used by management as market research for potential lead generation.

**Internship at SMBC Aviation Capital July 2015**

* Employed as an analyst on the legal and corporate team.
* Attended lease negotiation meetings and took notes of all amendments. Joined the transaction team for a meeting in Bird&Bird to make note of final lease revisions
* Produced a database of activity of lessee companies in states sanctioned by The US Treasury Department Office of Foreign Assets Control
* Was responsible for updating and maintaining the company’s gifts and entertainment registry
* Was responsible for categorising and maintaining company non-disclosure agreements

**Internship at Denis I Finn Solicitors June 2015**

* Intern at a full services law firm.
* Duties included attending and briefing Counsel for court applications and preparing detailed attendance notes. Was also responsible for moving applications before the Master of the High Court.
* Liaised with Dublin County Sheriff to follow up on debt repayments and corresponding with clients. Was also responsible for making the firm’s client and revenue lodgements
* Successfully completed the installation of a digital letterhead onto all office computers by collaborating with the firm’s technical supplier and preparing a detailed workflow document to enable successful upload.

**ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES**

* Completed an advocacy training programme in UCD in partnership with Stetson University College. Focused on understanding case analysis, fundamental advocacy and storytelling and an examination on the art of advocacy.
* Member of Snow Sports Society 2014.
* Member of Law Society 2013/2014. Attended in-house debates and talks with keynote speakers.
* European Computer Driving License.
* Achieved the Bronze Gaisce Award.
* Awarded a distinction in the Silver Medal, Royal Irish Academy of Music exam in violin and completed 6 grades with the Associated Board of the Royal Schools of Music.
* Music Prefect of Loreto Abbey Dalkey. Leader of the school orchestra, member of the 6th year choir and folk group. Responsibilities in arranging and performing music for school functions and events.
* Member of the Justice and Peace Group in 5th and 6th year. Involved in raising awareness and funds for various charities and global initiatives.

**SKILLS PROFILE**

* Strong intellectual and analytical mind demonstrated in my current professional role, throughout my legal and corporate work experience, and my university grades.
* Excellent interpersonal manner developed through client interaction, meetings with management, and working as part of a team.
* Management and responsibility throughout all aspects of professional and university work.
* Strong presentation and communication skills demonstrated through collaboration with clients, and presentations to colleagues throughout internships and while at university.
* Proficient IT skills. Experience using Keyhouse, Worksite, Bloomberg, Microsoft Excel, and Microsoft Access.

**REFERENCES**

**Professional: Academic:**

Mr Alex Kelly, Co-Founder and President Mr James McDermott, BCL, BL, LLM

Brightflag, South William Street, Dublin 2 Sutherland School of Law, Belfield, Dublin 4

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