

## Curriculum Vitae

### PERSONAL DETAILS

Name: **Theo Hovenden Kelly**

Address: 20 Dun Emer Park, Dundrum, Dublin.

Telephone: 0831184938

Email: theohkelly@gmail.com

### SUMMARY

UCD Law Graduate, excellent legal experience, seeking a role as a Trainee Solicitor for 2024.

### EDUCATION

#### Law Society

**7 Fe-1s passed:** Sitting Final Exam in October 2023

#### University College Dublin

**BCL Law & Politics** 2.1 Honours Degree 2021

#### Newbridge College

Leaving Certificate 543 Points 2017

### WORK EXPERIENCE

July 2023 - Present OSM Partners LLP

Position: **Legal Assistant - Litigation/Property Departments**

Roles:

- Assisting with Mortgage Litigation Files: Sending demand letters, drafting proceedings, engaging with clients and defendants, opening/managing cases as they progress to court.
- Creating Briefs, attending court, drafting letters, affidavits and declarations as necessary.
- Drafting Proceedings for S343 Applications, engaging with clients as necessary
- General administrative support
- Assisting with property matters: Conveyances, scheduling, PRAI applications etc.

January 2023 - May 2023 Orpen Franks Solicitors

Position: **Legal Executive – Commercial Property**

Roles:

- Dealing with PRAI Applications
- Legal Research
- Managing own Files
- Drafting letters, forms, and declarations
- General assistance to solicitors

May 2022 – December 2022 Orpen Franks Solicitors

Position: **Legal Intern - Commercial Property**

Roles:

- Assisting solicitors with conveyances
- Scheduling deeds
- Assisting with general office administration, reception, scanning, etc.

October 2021 - May 2022 St. Laurence College, Loughlinstown

Position: **Substitute Teacher**

Roles:

- Classroom management
- Student behaviour management
- Assisting students with schoolwork

May 2020 - December 2020 Bombay Pantry, Glenageary

Position: **Store Manager**

Roles:

- Creating rosters
- Ordering food/store supplies
- Dealing with any staffing issues
- Dealing with customer complaints
- Managing daily accounts and cash

June 2019 – September 2019 BC Place Stadium, Vancouver

Position: **Warehouse worker**

Roles:

- Packing/unpacking orders
- Stock taking/refilling stock
- Completing concession stand orders

May 2018-June 2019 Brambles Cafe, Rathfarnham

Position: **Barista**

Roles:

- Making coffee
- Training new staff
- Opening/closing store

## **INTERESTS AND HOBBIES**

- Rugby, I currently play for De La Salle Palmerston Rugby Club, where I am vice-captain of the Senior 1st XV, and am involved in both underage coaching in the club, and volunteering with the club's special needs teams.

## **REFEREES**

Available on request.