Thomas Kelly

**PERSONAL DETAILS**

**Address:** 17a Millmount Terrace, Dundrum Road, Dundrum, Dublin 14

**Tel No:**  +353877674653 **E-mail:** thomaspkelly111@gmail.com

**EDUCATION**

**FE-1s**

Equity Passed Tort Awaiting Results

Criminal Passed Property Awaiting Results

Contract Passed Constitutional Awaiting Results

EU Passed Constitutional Awaiting Results

**September 2012 – May 2016**

University College Dublin

Graduated with a First Class Honors Law (BCL) Degree

**September 2009 – April 2010**

Trinity College Dublin

Attended 1 year of 4 year B.A. Engineering Degree

**September 2005 – June 2009**

Rockbrook Park School – Leaving Certificate 500 points

**EXPERIENCE AND EMPLOYMENT HISTORY**

**May 2016 - Present UCD Estate Services (Assistant to the Director of Summer at UCD)**

* Dealing primarily with the administrative and communications functions
* Issuing invoices
* Drafting contracts and agreements
* Event management
* Social media marketing
* Acting as client liaison

**Dec 2009 – January 2016 Leopardstown Park Hospital - Cleaner**

* Cleaning and maintaining hospital wards to a high standard
* Aiding other staff members with the care of the residents
* Training new staff
* Extensive training in Health and Safety, CPR, Manual Handling, Fire Safety, Elder Abuse and Infection Control

**25th May – 3rd July 2015 Eugene F. Collins – Legal Intern**

* + - * Working in the Private Client Department
			* Analysing client files, transactions and accounts
			* Preparing schedules of title deeds
			* Drafting letters, memos and taking attendance
			* Preparation of booklets of proceedings
			* Lodging documents in C.O., CRO and Probate office

**13th – 17th January 2014 A&L Goodbody – Legal Intern**

* + - * Attending meetings and taking notes
			* Researching case law and legislation
			* Proof reading documents
			* Scanning and filing discovery documents
			* Researching companies for a client pitch

**Dec 2010 – July 2011 Fitzwilliam Casino & Card Club – Poker Dealer**

* Delivering excellent customer service
* Dealing Games
* Organising tournaments
* Opening and closing cash floats and game tables

**EXTRA-CURRICULAR ACTIVITIES**

* Past Committee Member of the UCD Student Legal Service. This involved specifically responding to legal queries, researching information for student clinics, editing and publishing of the annual UCD SLS publication. Generally this role involved working with the committee to organise, promote events and fundraise which all required the ability to work as part of a team and good communication skills.
* Past Committee Member of the Trinity College Dublin - UCD - Student Legal Network. This involved specifically putting together presentations visual and audio to compliment guest speaker’s speeches. More generally planning, time management and teamwork skills.
* Student Representative for the Sutherland School of Law. This involves giving tours, registering students and answering their questions on open days, helping with the organisation of alumni reunions and generally representing the Law School at a number of events.
* UCD Peer Mentor. This Involved mentoring a group of incoming first year students, giving tours, study advice, directing students to support services and generally ensuring new students are settling in well in UCD.
* Volunteered for 100Minds. This involves fundraising and events organisation for a number of charities which provide aid for children in need.
* Personal interests include a keen interest in photography – shooting and editing – which compliments my other interests of film and travel.

**ADDITIONAL SKILLS**

**IT Skills:** Completed all 7 ECDL exams successfully

Proficient in Microsoft Office, Word, Powerpoint and Excel

**Personal Skills:**

* Customer service training while working at Fitzwilliam Casino & Card Club.
* Time management and planning skills developed through balancing work, social and educational commitments.
* Communication skills obtained through working as part of a team on committees and during my time interning in various firms.
* Organisational skills developed through setting up of events for charity work and committee work.
* Leadership skills learnt and demonstrated while acting as a UCD law peer mentor to first year law students.
* Presentation Skills, developed during my time in college and through work done on Trinity College Dublin - UCD - Student Legal Network.

**REFERENCES**

**Suzanne Shorten (Director of Summer at UCD) Tel No:** 01 716 1333

 **Email:**

suzanne.shorten@ucd,ie

**Liam Thornton (Lecturer in UCD) Tel No:** 01 716 4129

**Email:** liam.thornton@ucd.ie

Appendix of Results

**Leaving Certificate Results 2009 Higher Level Papers Total: 500 Points**

English B2 Mathematics B2

French B2 Physics A2

Biology A2 Business B2

**College Results**

**First Year Results 2012/13 – Overall: 2.2 Hons**

Human Geography C+

Institutional Framework of the Constitution B(R)

Negligence and Related Matters B(R)

Introduction to Civil Law B(R)

General Introduction to Legal Studies B

Japanese Language and Culture 1 C+

Rights under the Constitution B(R)

Nominate Torts B(R)

Civil Procedure A(R)

Contract: Vitiating Factors and Remedies B+(R)

Law and Legislation B+

(R)=**Repeats**

**Second Year Results 2013/14 – Overall 2.1 Hons**

Accounting for non-Business Students A+

Introduction to Film Sound Aesthetics B

EU Constitutional Law A+

Property Law 1 B+

Criminal Liability C+

Company Law 1 B

Company Law II A-

EU Economic Law A-

Property Law II B+

Criminal Offences and Defences B+

Family and Child Law B+

Intellectual Property Law C+

**Third Year Results 2014/15 – Overall 1.1 Hons**

Introduction to Revenue Law A-

Media Law A-

English Public Law A

Criminal Justice and Penology A

Criminological Theory B

Matrimonial Law and Reliefs B+

English Land Law B+

Revenue: Advanced B+

EU Competition Law B+

Alternate Dispute Resolution B+

Jury Trials B

Legal Placement Module A+

**Final Year Results 2015/16 – Overall 1.1 Hons**

Equity A-

Administrative Law A

Employment Law A

Evidence B+

Commercial Law A

Computer Programming A-

Law of the Sea A

Trusts B

Jurisprudence B-

Planning Law B+

Administrative Law II A-

Employment Law II B+