Kelvin Hyland

664 Howth Road, Raheny, Dublin D05E942

0851438603, kelvin.hyland6@gmail.com

Experience:

**Legal Executive, Scouting Ireland – August 2022 – Present**

* Working in a standalone role reporting to the CFO on a number of matters, acting as the point of contact for the Executive, Safeguarding Team and External Legal team for all legal matters.
* Project Management alongside external Counsel on a large scale discovery project.
* Working directly on a number of high profile cases in litigation as well as Arbitration & Mediation.
* Managing workflows of projects and researching historic files to assist counsel with drafting.
* Reviewing existing Policies and documents.
* Creating Solutions and procedures for a number of various issues.

**Legal Executive, Hugh J. Ward & Co: November 2021 – July 2022**

**Legal Executive in a Litigation Specialist Firm**

* Working in a fast paced insolvency and debt recovery firm as part of a small team. Collectively working together to ensure everyone understands the processes and procedures to carry out our duties. Time management is key to ensuring all paperwork is filed and deadlines are met.
* -Using Workflows to deal through a high volume of cases in a fast paced environment.
* Working with a high number of stakeholders for several companies ranging from our client to debtors and agents throughout Ireland .
* Analysing and reviewing cases throughout all stages and looking for the best solution, ensuring efficient and professional service.

**Legal Executive, Beauchamps: August 2019- November 2021**

Legal Exec role in a busy Litigation department:

* Part of a process oriented team leading a high volume of cases and engaging with different clients.
* Preparing Summons for issuing with the courts and serving them on Defendants
* Drafting Affidavits which outline reasons for legal proceedings
* Attending Barristers in Court on a weekly basis, taking notes of the outcome of the case and any relevant actions.
* Reviewing Personal Injuries cases in a curious manor in an effort to get all relevant information to create the strongest possible case to achieve the best results.

**Law Clerk, Beauchamps: February 2019 – August 2019**

Law Clerk job in a top commercial law firm, duties included:

* Adhering to court requirements to file documents in advance of their respective court dates and ensuring all cases are in order for the court date.
* Attending the Land Registry to lodge applications for registering charges in a timely manner to ensure the clients charge is given priority.
* Scheduling attendances for CRO filings to ensure.
* Ensuring all outgoing Post and DX was ready on time.

**Education:**

DCU, Bachelors, Civil Law, 2014-2017, Grade: 2

DIT, Applied Finance, 2017- 2018, Grade: 2.1

Law Society, Sports Law in Ireland, 2018

Law Society, A Solicitors’ Guide to GDPR, 2019

**Hobbies/ Volunteering:**

Club Secretary & Sponsorship/Fundraising Manager – St Monicas GAA Club.