

# Thomas Kelly

## PERSONAL DETAILS

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## SUMMARY

Finance solicitor practicing in the investment funds industry. Hardworking and fast learning individual with ability to evaluate and analyse information from a unique perspective. Very organised worker with excellent research skills and keen eye for detail. Superb interpersonal and communication skills and ability to work exceptionally well with other team members.

## EDUCATION / QUALIFICATIONS

- **September 2021 – May 2022**  
**Institute of Banking, UCD**  
Professional Certificate in International Investment Fund Services **First-Class Honours**
- **April 2021**  
Admitted as a solicitor of the Senior Courts of England and Wales
- **September 2018 – June 2020**  
Law Society of Ireland Professional Practice Course I & II – Admitted as a solicitor in December 2020  
Certificate in Technology Law (Diploma)
- **September 2012 – May 2016**  
University College Dublin  
Graduated with a **First-Class Honours** Law (BCL) Degree
- **September 2009 – May 2010**  
Trinity College Dublin  
Engineering – 1 year's study
- **September 2005 – June 2009**  
Rockbrook Park School – Leaving Certificate **500 points**

## EXPERIENCE AND EMPLOYMENT HISTORY

### July 2021 – Present – **CACEIS (Financial Lawyer)**

- Reviewing and amending of fund's (AIFs/QAIFs/UCITS/ILPs/ETFs) prospectuses/supplements and other documentation to ensure compliance with applicable regulations and CACEIS Group requirements.
- Drafting and negotiating depositary & administration agreements, execution & clearing agreements, ISDAs, FATCA, CRS, IUT agreements, collateral control agreements, NDAs and supplier contracts.
- Monitoring regulatory developments, conducting research and analysis on same and preparation of legal department presentations for quarterly board meetings.
- Supporting all departments on ad hoc legal and regulatory issues.

### April 2018 – April 2021 – **Dillon Eustace Solicitors (trained and practiced as a solicitor)**

- **Completed rotations as a Trainee in:**
- **Practiced in:**

- Financial Services
- Litigation
- Property
- Banking and Insolvency
- Litigation
- Property

**May 2016 – March 2018 - University College Dublin (Executive Associate, Summer at UCD)**

- Leading and managing a team responsible for the administrative and communication functions of the department.
- Processing high volumes of customer bookings, requests and issues in an efficient and solutions orientated manner while overseeing processes for invoicing, contract drafting, customer correspondence and policy development.
- Event planning and project management of social and cultural events geared towards the marketing of programmes on offer and generating repeat customers.

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

- Part time role held throughout my time in college which involved cleaning and maintaining hospital wards to a high standard and overseeing the induction and training of new team members.

**25<sup>th</sup> May – 3<sup>rd</sup> July 2015 - Eugene F. Collins – Legal Intern**

- Working in the Private Client Department and in the commercial litigation department.
- Analysing client files, transactions and accounts.
- Preparation of booklets of proceedings, processing filing of documents in C.O., CRO and Probate office.

**VOLUNTEERING / SKILLS / ACTIVITIES**

- Past **Committee Member** of the **UCD Student Legal Service**. This involved responding to legal queries, researching information for student clinics, editing and publishing of the annual UCD SLS publication.
- Past **Committee Member** of the **Trinity College Dublin - UCD - Student Legal Network**.
- **Student Representative** for the Sutherland School of Law. This involved acting as an ambassador for the Law School to overseas guests.
- **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.
- Volunteered with **50808 crisis text service**. This involves substantial training and a commitment of 4 hours per week as a volunteer responding to texters in crisis.

*Personal interests include a keen interest in photography, jiu-jitsu and poker.*

***References available upon request***