### Curriculum Vitae

Kate Fallon

*DCU Legal Graduate*

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**Achievements**

Mooting

In 2018 I won the Criminal mock trial which was held by the DCU law society and received best speaker. Achieved a 2.1 in the Moot court module.

Law Society

Elected Social Events Convener for the DCU Law Society for 2020/2021 Academic Year. This involved liaising with law firms and planning online events.

Employment Law

Nominated by DCU faculty to interview for the Workplace Relations Commission Summer Internship. My experience included working in the Employment Department in Dublin Airport, achieving a 1.1 in the Employment Law module, completing my Dissertation on the Gender Pay Gap and assisting Consultants in bringing cases before the WRC.

Education

**Fe1 Examinations**

* October 2021: Passed Property and Contract Law Examinations.
* March 2022: Planning to sit Tort, Company Law, EU, and Equity.
* October 2022: Planning to sit Constitutional and Criminal Law

**2017-2021, Bachelor of Civil Law, Dublin City University, Overall results: 1.1**

* 1st Year attained: 2.1 2nd Year attained: 2.1
* 3rd Year attained: 1.1 4th Year attained: 1.1

4th Year modules included: Jurisprudence: 60%, Genetic Law: 74%, Dissertation 69%, Employment Law: 70%, Company Law: 67%, Law and Body Politics:73%, Trusts:73%, Advanced Company Law: 74%, Advanced Jurisprudence: 73%

**2012-2017, Leaving Certificate, Mohill Community College**

Attained: 451 points

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Work experience

**Employment Paralegal November 2021- Present**

Self-Employed-Part Time

* Assist self- employed Employment Consultants in taking cases before the WRC.
* Regularly attend adjudication and mediation hearings in the WRC and Labour Court.
* Cover all admin and communications between the WRC and opposing counsel.
* Draft up submissions and schedule meetings to prepare and organise witnesses.
* Prepare internal employee handbooks and guidance documents for HR policies for clients.

**Legal Researcher June 2021-October 2021**

Workplace Relations Commission-Summer Internship

* Provided legal research to the Registrar & Legal unit on specific issues and assisted in the preparation of training and guidance documentation for Adjudication Officers and staff.
* Led the drafting and statistical analysis of over 2000 cases for the 2021 WRC Annual Report
* Provided analysis on cases taken under the Employment Equality and Equal Status Acts, focusing on the level of awards under the acts and the types of redress and orders made.
* Collated key decisions under the various pieces of legislation to assist with the provision of a legal knowledge database, including highlighting important decisions of precedential value.
* Drafted various articles and case summaries for Legal Island.

**Paralegal Sept 2020-May 2021**

Bruen & Co Solicitors- Part-Time

* Providing efficient and effective administrative support to the Managing Partner.
* Assisting in conveyancing, personal injury and probate (completing Form 52’s, coordinating information between banks, solicitors and third party institutions regarding mortgages and will drafting).
* Responsible for compiling submissions and applications for personal injury cases.
* Manage billing and credit control inquiries including clients legal fees, property payments and releasing wills to beneficiaries.

**Legal / Employee Relations Intern May 2019 - April 2020**

Dublin Airport Authority- University Placement, Full Time

* Attended and provided support to the Change and Employee Relations Manager at Labour Court and WRC Adjudication, Conciliation, and Mediation hearings.
* Assisted in the drafting submissions and preparation of case files for the WRC and Labour Court hearings.
* Coordinated meetings, recorded minutes and prepared agendas.
* Acted as the Employee Relations point of contact with legal and employer organisations and law firms.
* Updated DAA Children First training programs which included liaising with the DAA Children’s Designated Liaison Officer, the DAA Secretariat Department, Tusla, and Barnardo’s, ensuring all parties could collaborate effectively.
* Led the development of LGBTQ+ awareness for the DAA Diversity, Inclusion, and Dignity at Work training initiatives.

**Legal Aid Volunteer Feb 2019 - June 2019**

Ballymun Law Centre- Volunteer

* Assisted solicitors in providing free legal advice, representation, legal education and mediation for individuals and groups within the community.
* Managed social media pages such as Facebook, their internal website and Twitter. Publicised the legal courses running throughout the year and helped broadcast the centre throughout the community.

**Bar Worker September 2018- May 2019,**

The Three Arena- Part-Time Role

* Worked as a bar waitress in the public bars in the Three Arena.
* An extremely fast paced environment which required time management and communication skills.

**Camp Counsellor Interviewer Sept 2018- June 2019,**

USA Summer Camps- Part-Time Role

* Assisted in recruitment which included recruitment fairs as well as the interviewing process of applicants.
* This was a target driven job which expected innovative ideas and helped improve entrepreneurial skills.

# **EXTRA CURRICULAR**

* Currently volunteering as a ‘Historical Researcher’ to help individuals find information about their relatives who fought in World War 1.
* Pieta House “Darkness into Light” Volunteer.
* Member of Irish Aviation Students Association.
* Member of the Women’s Network within Young Fine Gael.
* Avid piano player- reached grade six with Royal Academy of Music.
* I enjoy travelling having completed a J1 visa in the USA in 2018.