**Cover letter of katie mollen**

**RE: Internship Application – ByrneWallace**

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I write enclosing a copy of my Curriculum Vitae and thank you in advance for reading same.

I wish to put myself forward for an internship position at ByrneWallace.

I am currently in the process of completing my FE1 exams and would highly value the opportunity to become a member of the ByrneWallace team as an intern as I am confident that my skillset, work experience and qualifications are well suited for this position.

In June 2022, I was extremely fortunate to be offered the role of a legal researcher/intern in the RTÉ Solicitors’ Office. Here, I work closely with an excellent team of 10 solicitors including the Director of Legal Affairs and the Head of Regulatory. I also work closely with the FOI Officer, DPO and the CFO. My role as a legal researcher has provided me with excellent exposure to the legal world. In terms of research, I have carried out research projects into the Online Safety and Media Regulation Bill, the Official Languages Act 2021 and the Gambling Regulation Bill 2022 to see how RTÉ can ensure full compliance with said legislation. I created a compliance matrix to ensure full compliance. I researched Privilege, Copyright, Employment Status and Jury Awards in defamation cases.

I attend with Counsel and Programme Teams on litigation matters and with solicitors on consultations, contract negotiations and grievance hearings. I also attend and liase with external firms. I assist the team on litigation, employment, grievance, conveyancing, procurement, contract, regulatory, copyright infringement and general advice matters. I prepare litigation and commercial briefs, cover letters, draft pleadings, holding letters, collate party and non-party discovery documents and proofread documents. I prepare the monthly RTÉ Board and weekly Executive Management Reports.

Since I joined RTÉ, I created a legal knowledge hub on SharePoint, been involved in the creation of defamation training which will be mandatory for all staff members in RTÉ. I also facilitate training sessions provided to departments such as Radio presenters and TV presenters. I assisted the DPO with a GDPR Project which looked at Data Processing Agreements and separately organisational compliance with the mandatory GDPR Course. I also assist the Head of Regulatory in her role as Internal Review on FOI and AIE matters.

I liase closely with the newsroom who might need urgent legal guidance or advice pre-broadcast, during and post-broadcast. I also organise and prepare notes for monthly newsroom training discussions. I have extensive knowledge of Practice Evolve and CortBase which are case management systems.

RTÉ has provided me with the opportunity to enhance my skills and knowledge. Since joining, I completed the Child Safeguarding, Data Protection, Diversity, Excel, Microsoft 365 and Hybrid working courses.

I would like to take this opportunity to emphasise my enthusiasm for this position and if I could be of any assistance to you. please do not hesitate to contact me.

Yours sincerely

Katie Mollen



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| **Katie Mollen**

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| **Objective**Following my graduation from Maynooth University, I completed a LLM in International Children’s Rights and Family Law in UCC. I have also completed an enjoyable period of work in both J.D Scanlon & Co. Solicitors in Tullamore and Howell & Co. Solicitors in Dublin demonstrating a natural aptitude for interacting with clients and providing service with a smile. I am keen to secure a position which may provide opportunities for further development and progression. |
| **Skills**Independent Research Critical Thinking Time Management Problem Solution Organizational Skills Collaborative LearningLegal WritingHigh Levels of Attention to Detail Strong Work Ethic **ACADEMIC & PERSONAL ACHIEVEMENTS** Certificate in Remote and Hybrid Working – MOOC 2022Attended the Defamation Conference on Jury Awards in the Law Society Certificate of Participation at the UCC Law Conference in 'The Infodemic: Misinformation, Disinformation, Media and the Law'. Member of the Public Speaking Society.Participated in the UCC Law Academy.Participated in the Public Access to Law Programme.Completed a two-week student exchange to Germany.Obtained the role of CEO in our TY Mini Company. |

**HOBBIES** Historical Research Projects GolfSoccerReading |  |

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| **Experience**LEGAL RESEARCHER | Retail Supervisor | Restaurant Manager | Legal AssistantLegal Researcher – RTE Solicitors’ Office**June 2022 – Present*** Attend with Counsel, Solicitors and Programme Teams on litigation matters.
* Assist the team with general litigation, employment, conveyancing, contract, regulatory and data protection matters.
* Assist Solicitors’ advising on RTÉ programmes.
* Conduct Legal Research.
* Prepare litigation and commercial briefs for Counsel, cover letters, draft pleadings, holding letter and attendance notes.
* Facilitate and co-ordinate legal training sessions to various departments such as the TV and Radio Department.
* Co-create mandatory legal training to be completed by every staff member.
* Manage the RTÉ Legal Knowledge Hub.

Retail supervisor - Born Clothing**October 2021 – June 2022*** Supervised a team of 6 staff members and provide training to new team members.
* Encouraged all team member to strive to exceed weekly budgeted targets.
* My personal responsibilities included marketing, IT and to liaise with other stores.
* I also acted as store liaison to communicate with the Head of Born Purchasing Team and Area Manager.

RestAuraNt Manager – pizzeria Del capitano**May 2019 – October 2022*** Managed a team of over 12 staff members and worked closely with our award-winning sister restaurant ‘Captain House Restaurant’.
* Nominated in four categories for the Irish restaurant Awards 2020.
* Implemented the concept of Social Media Management.
* Operated the till and completed paperwork at the beginning and end of each day.
* Noted daily stock control and weekly audits.

**SALES ASSISTANT – SALON SELECT LTD****January 2019 – August 2019****LEGAL ASSISTANT – HOWELL & CO. SOLICITORS****April 2016 – August 2018*** Carried out receptionist duties including meeting and greeting clients.
* Attended with Solicitors and Counsel at consultations and to get documents sworn.
* Attended with Counsel in the District Family, Childcare Court, and Circuit Family Law Court in Phoenix House.
* Attended with Counsel in the CCJ, Dolphin House, Dolphin House, Stamp Office, the Land Registry, the Four Courts and the Central Office of the High Court to file paperwork
* Conducted file management and opened & closed files using the CortBase case management system.
* Dictaphone typed for both the principal and assisting solicitor in relation to Conveyancing, Criminal, Family, General Litigation, Probate and Personal Injury/Medical Negligence matters.
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| **Education**BACEHELOR OF CIVIL LAW WITH BUSINESSMaynooth University - September 2018 – May 2021* Achieved an upper 2:1.
* The law modules that I completed include Company, Contract, Constitutional, Criminal, Employment, EU, Equity, Evidence, Family, Human Rights, Intro to Law I & II, Legal Research, Property and Tort.
* Received a letter of commendation from the Head of the School of Business, Peter McNamara for achieving a 1:1 average in my final year of Business Studies at Maynooth University.

**LLM IN INTERNATIONAL CHILDREN’S RIGHTS AND FAMILY LAW**University College Cork – September 2021 – September 2022.* Achieved an upper 2:1
* In completing my dissertation, I developed my independent research skills, critical thinking, time management and legal writing skills.
* The topic of my dissertation was on the failure of the Health (Assisted Human Reproduction) Bill 2022 to recognise international surrogacy arrangements in Ireland
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