

Catherine Tooher

69 Clonard Park, Dundrum, Dublin 16, Ireland.

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Profile:

A strongly self-motivated individual with excellent communication skills. A naturally organised individual who can be relied upon to operate independently or as part of a team to achieve the required objectives. Ideal candidate for position requiring drive, initiative, responsibility and challenge.

Career History:

Intern with EisnerAmper Ireland 6 The Courtyard Carmanhall Road Sandyford Dublin 18 October 2015- Present

- I am a member of the International Business Department.
- I provide outsourcing and accounting services to the firms international and Irish clients. I complete the management accounts for four different companies and I have completed accounts prep for these companies also.
- I prepare VAT returns, Bank reconciliations and Payroll services
- I completed Company Secretarial Requirements.
- I liaise with Banks and Revenue on behalf of the clients.
- I have completed Audits on two entities with turnovers over €2 million, I have audited the parent and subsidiary. I completed the planning, testing and completion of these audits.
- I have completed Accounts Preparation for companies with a average turnover €200,000

Legal Research Assistant with Grant Thornton Ireland 24-26 City Quay Dublin November 2014- April 2015

- I helped research the provision of expertise on Corporate Intelligence assignments, specifically the identification of properties of individuals both in Ireland and in off-shore jurisdictions.
- Extensive knowledge of public records in Ireland, including the Land Registry, Registry of Deeds and General Registrar's Office.
- Formulation of risk- minimising methodology required for Corporate Intelligence Assignments.

Regulatory Analyst with Corlytics Limited at UCD Nova Building Dublin May 2014- November 2014

- I worked along side a strong team of staff populating a global database of fines given to brokers by regulators in the financial industry.
- I completed a database of fines given to banks like JP Morgan chase for breaching code of conduct rules and regulations from FINRA and the OCC US Regulators

Paralegal with A.M. Maloney Harbour st Tullamore Co. Offaly January 2013- August 2013

- I prepared documentation in relation to the following areas, while attending court and meeting with clients, Probate- I complete all of the papers in relation to the extraction of grants of Administration and Wills, District & Circuit Court- include areas of personal injury, equity matters, family and criminal matters,
- This includes drafting and engrossing Notices of Motion and grounding Affidavits, briefing Counsel and perfecting Court orders, issues and service of Civil Bills, Employment law- preparing case for employment appeals tribunals and the labour relation commission, Family law attending to the execution of papers.
- I also worked on environmental law issues with local groups regarding wind turbines

Paralegal with Thomas W Enright Barr Co Offaly Ireland September 2012 – December 2012

- I carried out work in agricultural, commercial and litigation matters. I completed Sales and Purchases of property under the supervision of a solicitor, I completed land registry searches and sought folio numbers from the Land Registry Department.
- I also completed stamp duty returns for the sale and purchase of property.
- I completed the undertakings for the year for compliance with the company insurance.
- I participated in case work such as writing letters to clients and collecting files for court. Attended court.

Legal Researcher with Equality Authority Ireland, Roscrea June 2010 – September 2010

- Carried out and reported on research to support legal-decision making on employment, family and discrimination issues, which was used by the practice solicitor and barrister.
- Gained excellent understanding in finding primary sources of law, searching secondary authority and searching non-legal sources for investigative or support information.
- Enhanced organisational skills through meeting deadlines and managing files.

Venue Manager with Irish Tag Rugby Association 5 Rogan's Court, Patrick Street, Dun Laoghaire, Dublin May 2015- September 2015

- I was responsible for the set up of a venue, including the oversight of Referees marking Tag Pitches, Greeting and registering each team as they arrive at the grounds

Education and Qualifications:

2016-2017	Blackhall Place FE1 professional exams
2013-2014	LLM Commercial Law at University College Dublin Achieved 2:1
2011-2012	Legal Practice Course at Aberystwyth University Intellectual Property, Employment Law, Commercial Property Environment and Planning (Pass)
2009 – 2011:	Bangor University LLB (Hons) 2:1

2006 – 2009: University of Hertfordshire

Bsc (Hons) 2:1

2001 – 2006: Colaiste Naomh Cormac

Successfully completed Leaving Certificate

Achievement and Interests:

University:

- Club Captain of Bangor University Gaelic Football Club (2010-2011). Responsibilities: include organising matches, managing meetings, coaching.
- Secretary of Bangor University Rowing Club (2009-2010). Responsibilities: minute taking at meetings, collecting membership, organising races.
- First year Student Representative of Radiotherapy and Oncology (2006-2007). Attended meetings, dealt with student issues within the cohort.

Sporting:

- Full Colours Award for Gaelic Football Bangor University 2011
- Silver medal Supaerowing Toulouse 2008 and 2009
- University of Hertfordshire Rower of the Year 2007

School:

- 2006 Esat BT Young Scientist of the year Senior Biological Category Winner
- Erasmus student to Järvenpää Upper Secondary School, Finland September 2004- January 2005

Other:

- Volunteer for Killaloe Diocesan Pilgrimage to Lourdes 2006-2008,2012
- Qualified First Aid
- Assistant Secretary 2013/2014 Kinnitty Camoige Club
- Committee Member on Killaloe Diocesan Council June 2013- Present
- UCD Volunteers Abroad Mikumi Tanzania 12th June-12th July 2014 Volunteer

Personal Summary:

- Current Full Driving Licence
- Advanced Learner in Irish and French, fluent English speaker; proficient writer in all three languages, beginner conversational Chinese language
- Proficient in both Microsoft Word and Microsoft Excel

Referees:

Mr Paul Jacobs Partner, Grant Thornton Ireland, 24-26 City Quay, Dublin 2 Email: Paul.Jacobs@ie.gt.com
Phone: 00353 (1) 6805 805

Dr Oonagh Breen Senior lecturer, Sutherland School of Law, Belfield, Dublin 4 Ireland, Email: oonagh.breen@ucd.ie, Phone: 00353 (1)716 4144

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