**Kate Dinneen**  - Curriculum Vitae

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  **SUMMARY**

A recent Law graduate who is fully aware of the structure, culture and procedures of the legal profession. Experienced in and having a good understanding of how to build relationships with clients and how to provide appropriate and effective legal advice and services to them. Easy going by nature and able to liaise with managers, administrative workers and decision makers with regards to on-going legal matters.

EDUCATION

2017 Passed all 8 FE-1s

2015 National University of Ireland Galway – LLB – 2.1 Honours

2011- 2014 National University of Ireland Galway B.Corp Law - 2.1 Honours

2005 – 2011 Salerno Secondary School, Threadneedle Road, Galway.

WORK EXPERIENCE

**January 2018 – Present Paralegal, McDowell Purcell Solicitors, Dublin.**

McDowell Purcell is a progressive corporate law firm that provide the full range of corporate legal services. I am currently partaking in the firms paralegal programme, gaining excellent on-the-job experience and training in the firm’s specialist Public and Regulatory Department. For the first 6 months in my role I assisted in preparing fitness to practise inquiries for hearing on behalf of statutory bodies. This includes:

• Reviewing briefs.

• Drafting production summonses.

• Drafting correspondence.

• Drafting witness summonses.

• Attending witness interviews and subsequently drafting witness statements.

• Reviewing medical records, HR files, policy documents etc.

• Preparing briefs to counsel and experts.

In June of this year I was given the opportunity to go on secondment to the Financial Services and Pensions Ombudsman. I am to date gaining a wealth of experience in the offices of the FSPO and expanding my knowledge on what skills are most effective in building good client/customer relationships. My current role within the FSPO is that of Investigation Officer on the Tracker Investigation Team. This role includes:

• Drafting summary of complaints.

• Drafting correspondence to Complainants and the individual Banks.

• Liaising with Complainants and the individual Banks.

• Acting as Adjudicator of complaints.

**Aug 2015 – Aug 2017 Paralegal, Purdy FitzGerald Solicitors, Galway.**

Purdy FitzGerald Solicitors is one of Ireland’s leading law firms in employment law. Being the firm’s sole paralegal I moved between different areas of work and was provided with a multitude of challenges. Responsible for a number of legal, technical and administrative tasks, including giving preliminary advice to clients having reviewed often complex reports and documents.

Employment Law

* Drafted contracts, company handbooks, company policies including Data Protection policies, board minutes, corporate certificates, company resolutions.
* Reviewed and drafted opinion on contracts, policies, settlement agreements.
* Drafted Legal Submissions for matters before the WRC and Labour Court.
* Assisted with, and drafted Articles on specific areas of Employment Law.
* Attended at initial consultations with clients and prepared the documentation for matters to be heard at the WRC and the Labour Court.
* Advised clients from Ireland and abroad by phone on matters of employment law.
* Drafted Power Point presentations in relation to employment law.
* Attending Court or Tribunal appointments with clients.

Civil Litigation

* Organised and prepared documents for both large and small scale discovery.
* Undertook legal research.
* Attended at initial consultations with clients and prepared briefs for counsel for matters to be heard at District, Circuit and High Courts.
* Attended Court with clients and counsel.

**July 2015 – Aug 2015 Intern, Ronan Daly Jermyn, Galway.**

RDJ is one of Ireland’s largest firms and I participated in their summer internship programme in 2015. I gained extensive experience in the areas of employment law and civil litigation in this role.

* Undertook legal research.
* Attended High Court proceedings.
* Reviewed cases, consulted with clients and prepared documents for court.
* Preparation of briefs.

**June 2014 – September 2014 Waitress, Iron Cactus, San Francisco, USA.**

* Ensured excellent levels of customer services.
* Worked efficiently with other team members to meet customer needs.
* Prepared and cooked Mexican food.
* Processed cash and credit transactions.
* Trained new staff members on restaurant procedures.

ACHIEVEMENTS & INTERESTS

* Drafted articles in the area of an employer’s vicarious liability that have been featured on Legal Island.
* Keen interest in swimming and achieved my Pool Lifesaving Certificate at the age of 16.
* Compete in 5km/10km runs to collect for and raise awareness for different charities, in particular Pieta House.
* Interest in hockey and have played for both the school’s team and club teams.
* Enjoy reading, especially fiction, contemporary novels.

KEY SKILLS

* Ability to interview clients and witnesses and take draft statements.
* Familiar with researching documents and case histories.
* Ability to work in a fast paced environment as part of a team.
* Drafting letters of advice.
* Liaising with other professionals, such as counsel and Tribunal members.
* Ability to explain legal matters clearly to non-legal professionals.
* Trained in case management systems such as Keyhouse and Evolve.
* Polite and professional telephone manner.
* Tactful and articulate.
* Enthusiastic, ambitious, self-aware with initiative.

REFERENCE

Mr. Alastair Purdy

Purdy FitzGerald Solicitors; Solicitor and Managing Partner.

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Further references available on request.