**Curriculum Vitae**

**Name:** Kate Burns

**Address:** Derrahiney, Portumna, Co. Galway

**Date of Birth:** 29/04/97

**e-Mail:** kateburns123@gmail.com

**Educational status:** Undergraduate, final year

**Education:**

Secondary school: Portumna Community School

Junior Certificate (2013)

Leaving Certificate (2015)

Subjects studied at Leaving Certificate:

|  |  |
| --- | --- |
| Subject | Level |
| Irish | Higher Level |
| English | Higher Level |
| Maths | Ordinary Level |
| French | Higher Level |
| Biology | Higher Level |
| Chemistry | Higher Level |
| Agricultural Science | Higher Level |

CAO Points scored: 510

University: NUI Galway, Bachelor of Civil Law (International)

Grades of first and second year on the last page including details of Erasmus study.

**Experience:**

John F. Martin Solicitors (January- May 2019): I am undertaking placement this semester where I will be working alongside a solicitor specialising in criminal law and civil litigation.

Opel Liffey Valley (June-August 2017): I carried range of administrative jobs including answering telephone calls, printing and filing documents.

University Society (August 2018- present): I am currently auditor of the International Student Society. I took this position as after my year abroad I was determined to help make incoming international students have the best year possible in Galway. Duties include planning events and trips away and answer queries from international students. It’s a large and active society, boasting over 2,000 members.

Student Connect Mentoring (September 2016- May 2017): I acted as a mentor to first year law students. This role included informing them about the studies that were ahead and helping them with general first year problems such as Blackboard, using the library and legal citations.

French Tutor (September 2016- June 2017): I gave French grinds to students at both Junior and Leaving certificate level. I helped with many different aspects of the curriculum such as oral preparation, essay writing and comprehension.

**Skills:**

* Time management: I effectively reach deadlines and use time wisely.
* Communication and dealing with the public
* Ability to work calm and well under pressure
* Strong adaptability skills: I accustom myself well to different scenarios in work settings.
* Leadership: I can co-ordinate a team and can rise to the challenge when someone is needed to take charge.
* I.T. skills (Microsoft Word, PowerPoint, Excel, Pages)
* Analytical: Studying law has taught me strong logical reasoning and critcal skills that are a highly beneficial asset in any position.

**Grades:**

*1st overall grade: 2.1.*

*2nd year overall grade: 2.1.*

*Erasmus overall grade: 1.1.*

*4th year semester 1 grade: 2.1.*

**Final year semester 1 results**:

|  |  |
| --- | --- |
| I.T. Law | 73% |
| Alternative Dispute Resolution | 72% |
| Land Law | 68% |
| Equity | 66% |
| Media Law | 65% |

*Erasmus/year abroad overall grade: 1.1.*

During my time in Toulouse I completed a diploma in European Union law. This diploma consolidated my understanding of the E.U. and was obtained entirely through French. The diploma consisted of three sections:

* The Institutional Context
* Law of the E.U. (such as free movement of goods and people, competition law etc.)
* Common Policy (such as health, agriculture, economy, consumer protections etc.)

My overall grade corresponded to 70%.