

# Kate Duffy

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## Personal Details

**Date of Birth:** 30/06/1993  
**Address:** 3 Heritage Close, Ennis Road  
Limerick  
**Email:** kate.j.duffy@gmail.com  
**Phone:** 0860647358  
**Other:** Full Driving Licence

## Strengths and Skills

- Legal research and legislation review
  - Business marketing and client interaction
  - Initiative and innovation
  - Detail-oriented document drafting
  - Communication, teamwork and adaptability
  - Typing average 85 WPM
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## Education

- Final Examination Part 1 - The Law Society of Ireland  
8/8 FE-1 passes achieved on first attempt over two sittings (Autumn '16 & Spring '17)
  - Bachelor of Civil Law (BCL) University College Dublin (2011- 2015)  
GPA 3.23 (Second Class Honours 2.1)
  - St. Mary's Secondary School, Mallow, Co Cork (2005 - 2011)  
Leaving Cert Results: 495/600 points including A in French and Music
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## Experience

- **Legal Assistant at Holmes O'Malley Sexton Solicitors**, Limerick (18 months +)
  - Registration and stamping of deeds for commercial and residential properties, drafting and compiling closing documents, interim security reports (Conveyancing Dept);
  - Drafting of transaction documents, post-completion CRO filings, registration of security, and management of my own files and clients in relation to start fund investments and corporate governance (Corporate Dept); and
  - Research and legislation review for general advices, internal knowhow & newsletter articles.
- **Marketing Assistant at Yelp**, Dublin (8 months)
  - Promotion and execution of bespoke events included fundraisers for external organisations and leading team of volunteers at each event, preparing and communicating specific marketing strategies for each;
  - Design and management of all social media campaigns on Facebook, Twitter and Instagram; and
  - Seeking out potential users on social media and converting them to use of the app/website on a monthly target basis, analysing and building on the outcomes.
- **Office Administrator at Hairy Baby Clothing Company**, Cork (6 months)
  - Processing of all online, shop and phone orders and distribution to the production team;
  - Performing website maintenance, inventory and general management on Magento Admin; and
  - Responsible for the retail at warehouse location in Little Island, taking and ordering stock and managing all transactions and returns, customer service and front-of-house reception.

- *Manager* of music group “**Roulette**” 2008 - 2014
    - Communicating with bars and venues to organise performances and liaising with promotional interests such as journalists and photographers;
    - Filmed and edited acoustic music videos for our YouTube channel, wrote and arranged music and songs, managed all social networking pages and designed/managed website;
    - Used knowledge from my studies to oversee any legal interests including payment negotiations and the creation of contracts.
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### Part-Time

I have been working since the age of fifteen, up to 16-hour days and 6-day weeks, and in my part-time jobs I have developed extensive communication, time-management, customer satisfaction, and teamwork skills. I was often given senior responsibilities, including training of new staff, opening and closing duties, and end of day cash handling due to my years of experience.

- *Server/Bartender* at **The Oslo by Galway Bay Brewery**, Galway, Summer 2015
  - *Server/Bartender* at **Crocodile @ The Lemon Tree Inn**, Santa Barbara, California, Summer 2014
  - *Bartender* at **Alfie Byrne’s by Galway Bay Brewery**, Dublin (4 Months)
  - *Bartender* at the **Duke of Cambridge**, Battersea, London, Summer 2013
  - *Server/Barista* at **La Scala Restaurant**, Mallow, Co. Cork (2 Years)
  - *Shop Assistant* at **Foley’s Express Food Store**, Mallow, Co. Cork (9 Months)
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### Interests and Extracurricular

- Volunteer at UCD Student Legal Service, researching and providing legal information on the basis of individual student concerns at weekly face-to-face clinics.
  - Participated in Cecil Lavery Moot Competition at UCD, advancing to round 3. This involved extensive development of my research, public speaking and legal-specific oral skills, as well as problem solving and persuasive argument. Participated also in UCD SLS Negotiation Competition.
  - I am an experienced professional wedding singer, performing regularly at ceremonies around Cork and Munster, and an accomplished musician, playing guitar and ukulele, with multiple RIAM honours in piano (Grade 5) and classical flute (Grade 3).
  - Took part in the annual National Novel Writing Month challenge (“NaNoWriMo”) in 2015, composing a draft novel of 50,000 words in the 30 days of November. I have always maintained a passion for creative writing, and have written blogs and for both of my university publications.
  - Played competitive tennis through childhood and school, seeding 2nd up to U18 in schools cups and U16 Munster Club Championships with Mallow Tennis Club. Continued to play socially throughout college.
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