**Curriculum Vitae**

**Personal Details**

Name: Kate Dundon

Address: 148 Lower Kimmage Road, Kimmage, Co. Dublin

Date of Birth: 2nd May 1994

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**Education:**

**Masters 2016 – Present:**

UCD Michael Smurfit Business School, MSC International Law and Business; 1.1 (pending)

Corporate Networks **B+** International Finance Law Pending

EU Competition Policy **A+** Transactions Law Pending

Project Management **B+**  Managing the Negotiation Process Pending

**Undergraduate Degree 2016:**

University of Limerick, Law Plus (LLB) 2:1

Law Plus offers all the required Law modules and an option to take an extra stream of law such as sports law, media law and child law, and an elective; my elective was Economics. In third year I undertook an 8-month placement in the Law Agents Office of Galway County Council.

First Year Second Year Third Year Fourth Year

Contract **B2** Tort **B3** Jurisprudence **B2** Company **B1**

Criminal **B2** Constitutional **A2** Family Law **B2** EU **B1**

Intro to Law **B2** Land Law **B2** Law of Evidence**B1** Equity&Trusts **B2**

Admin Law **B3** Crime&Justice **C1** Commercial **B3** Advanced Law **A2**

Labour Law **B2** Sports Law **B1** EU Econ Policy **C1** Public Finance **C1**

MicroEcon **A2** Advanced Micro **D2** Ireland and the

MacroEcon **C2** Contemporary Econ **B3** World Economy**B3**

**Leaving Certificate Results 2012:**

440

**Work Experience**

Sept 2016 – Jan 2017 Waitress: **Kenz Moroccan Restaurant, Blackrock, Dublin**

Since I finished school I have always had a part-time job. Working every weekend, my duties include serving tables and providing a positive and friendly work environment for others. I was also entrusted with the responsibility of closing the restaurant and counting the tills after any evening shifts.

Sept 2015 – May 2016 Bartender: **An Púcan, Galway**

I worked in An Púcan every Friday and Saturday night from 6pm till the late a.m. serving customers and generally maintaining the pub. I made cocktails, changed kegs, served customers and ensured that the bar was fully stocked. With all the chaos and responsibility of handling money and meeting high customer service standards teamwork was imperative in a place such as this. Working such long hours has developed my strong work ethic and improved my attention to detail.

June 2014 – Jan 2015 Legal Assistant, **Law Agents Office, Galway Co Council**

During my 8 month placement here I was responsible for general office work; including faxing, photocopying, taking and deferring phone calls, sorting the post, sending emails and letters on behalf of solicitors using Keyhouse via dictation. Some of my other duties also included legal research using legal databases such as Westlaw, Lexis and Justice to ensure we were basing our information on the most current legislation. I often accompanied solicitors to court, taking notes and organising their files in order of hearings. My main duty was drafting and writing summonses to various applicants on behalf of the council.

Nov 2012 – May 2015 Bartender/ Assistant Manager: **Hole in the Wall, Galway**

My duties included those generally expected bartending duties. Saturdays I was responsible for opening the pub and delegating the day’s jobs to the other members of staff. This developed my leadership and teamwork skills exceptionally as it was at this job I learned the importance of delegation and efficiency. I feel that managing the responsibility of overseeing and running the business has matured and improved my work ethic.

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**Interests and Achievements**

**Law Society**

Since first year I was heavily involved in the running of UL’S Law Society. My positions included Events Officer, Sectary and PRO. Last year I was the Auditor of UL’s Law Society. This involved running the society and delegating jobs to other committee members. We met once a week and ran events each week such as seminars on the Companies Act 2014, Family Law conferences, interview skills and CV workshops, the Law Ball any many more. This role has hugely developed my leadership and communication skills.

We were nominated for two awards; Most improved society and best society event 2016.

I am also the winner of A&L Goodbody’s Mooting competition 2015.

This year I have joined UCD’s Law Society and also Students Legal Services (SLS)

**Sport**

I have a keen interest in all things sport and currently play camogie with my club and university teams. Playing sports instils discipline and I have improved my teamwork skills drastically from playing with others since a very young age. I have two All-Ireland camogie medals and numerous soccer, football and Irish Dancing medals.

**Volunteering**

I feel it is very important to give back to my community. For a year I used to train the local u10 camoige team. Since 2013 my friends and I have run a G.A.A. Easter Camp for kids aged 6-12. I have also organized several fundraising events such as Bake Sales, pub quiz, fun-runs and family fun days for various charities including HOPE, Breast cancer awareness and SVP.

I was the campaign manager for the current Vice President of UL’s Student Union.

**Referees**

Dr. Shane Kilcommins, Miss Margaret Carlton, Mr. Stephen Lynam,

Head of UL Law School, Office Manager, Manager,

University of Limerick, Law Agents Office, Hole in the Wall,

Castletroy, Galway County Council, Co. Galway

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