curriculum vitae

Kate Heffernan

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**Profile**

I am a third year law student at Trinity College with a keen interest in pursuing a career as a corporate solicitor. I achieved a 1.1 in my most recent exams and have gained many skills from my work experience and extra-curricular activities that I could apply in an internship with your firm. It would be a privilege to gain an insight into the work of ByrneWallace this summer.

**Education**

* **Trinity College Dublin** (2013-Present)

Law (LL.B.)

**2nd Year Exams - 1.1 (70%)**

Land Law (73%) Constitutional Law II (70%)

Equity (71%) Administrative Law (70%)

EU Law (70%) Private Law Remedies (64%)

Moot Court (69%)

**1st Year Exams** - **2.1 (67%)**

Contract (70%) Criminal Law (72%)

Tort (66%) Legislation & Regulation (67%) Irish Legal System (68%) Constitutional Law (58%)

* **Ashbourne Community School** (2007-2013)

Leaving Certificate - 570 points

**Experience**

**William J. Brennan & Co. Solicitors** (2011) Receptionist / Office Assistant

Completed three weeks of work experience with this firm and was invited back for summer work.

* Gained exposure to a wide variety of legal practice areas involving both individual and corporate clients, including debt litigation and commercial conveyancing.
* Worked competently with Keyhouse case management software.
* Completed Dictaphone typing and drafted memos and affidavits.
* Answered and transferred incoming phone calls from clients.
* Accompanied solicitors to court.

**Primeline Sales & Marketing** (July 2015-September 2015) Customer Service Executive

* Developed my commercial awareness by working as part of a team to ensure that orders for fast moving consumer goods were delivered to high profile clients by tight deadlines.
* Answered calls to a busy customer service line and dealt with customer queries in a polite, professional and efficient manner.
* Liaised with team members, warehouse staff and senior management to resolve any order issues.
* Recorded minutes at staff meetings.
* Created daily Excel reports and regular PowerPoint presentations.

**Trinity Foundation** (June 2014-Present) Student Telephone Caller

* Develop and strengthen the College's relationship with alumni by engaging graduates in conversation about life after university.
* Request and negotiate donations to fund research and outreach programmes.
* Act as an ambassador for Trinity and informed alumni on university developments.
* Update alumni records with close attention to detail.

\*Awarded a prize by my employer for processing the most donations in one campaign

\*Received positive personal feedback from alumni

**Compass Catering Group, Aviva Stadium**  (October 2013- July 2015)

Retail Cashier

* Worked calmly under pressure at a busy stadium kiosk which served high volumes of customers.
* Delivered excellent customer service by interacting warmly with customers and ensuring to meet their needs in a timely manner.
* Handled large volumes of cash, operated the till and undertook stocktaking.

\*Obtained a bonus on several occasions for exceeding sales targets.

**Extra-Curricular Activities**

**Trinity FLAC (Free Legal Advice Centre)** (2013- Present)

Secretary

I have developed my leadership skills through my current position of secretary on the FLAC committee and through my previous position of senior freshmen representative. In these roles I have been involved with organising many FLAC campaigns and projects:

* Organised a panel discussion on the refugee crisis which was attended by nearly 200 students.
* Developed my legal research and writing skills by contributing to legal research projects.
* Shadowed solicitors at legal clinics and gained an insight into lawyer-client interaction.
* Took the initiative to establish an office visits programme.

**Ladies GAA**

I have gained very strong team work skills by competing with Donaghmore/Ashbourne, Trinity College and the Meath Minor and U-21 ladies Gaelic football teams.

* Won 'Player of the Year' for my commitment to our club team.
* Coached junior teams while at school.

**Volunteering**

I have enjoyed volunteering for several different groups including:

* Trinity Access Programme - ‘Street Law’ Programme Volunteer
* St Vincent de Paul - Homework Club Volunteer at St. Audeon’s NS, Dublin 8

**Achievements**

* **Personal Achievement**
* Fundraised over €600 for SVP by walking 120km of the Camino de Santiago.
* Bronze and Silver Gaisce Medals
* **Academic Achievement**
* Trinity College First Class Book Prize
* ACS Academic Achievement Award for Leaving Certificate results.
* Senior English Student of the Year 2013.

**Referees**

**1.** Mary Gately – 01 835 3000

Team Manager, Primeline Sales & Marketing

**2.** Robyn Ní Chasarlaigh - 01 896 8960

Alumni Giving Administrator, Trinity Foundation