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| ***Katelyn Dunleavy Larkin*** *26 Glenlyon Crescent, Knocklyon, Dublin D16V2D0* *Telephone: (085) 285 3169* *Email: katelyn.dl@hotmail.com* |
| ***Profile*** |
| An ambitious, enthusiastic and committed law graduate who possesses a genuine interest and understanding of how law works in theory and in practice, with experience in Defence Litigation and Conveyancing. |

*Education Record*

**YEAR:** March 2023 – to date

**EXAMINATIONS: 6 FE1 Examinations**

**COLLEGE:** **UCD, Belfield, Dublin 4**

**YEARS:**  September 2018 – May 2022

**EDUCATION: Bachelor of Civil Law Degree, with a Structured Elective in Innovation for Change**

**COLLEGE:** **Charles University Prague, Czech Republic**

**YEARS:**  February 2021 – June 2021

**EDUCATION: Erasmus Exchange Programme**

**SCHOOL**: **The Institute of Education, Leeson Street, Dublin 2**

**YEARS:** September 2016 – June 2018

**EDUCATION: Honours Leaving Certificate June 2018**

**SCHOOL**: **Loreto High School Beaufort, Grange Road, Rathfarnham, Dublin 14.**

**YEARS**  September 2012 – May 2016

**EDUCATION:** **Honours Junior Certificate June 2015**

***Work Experience Placements***

**FIRM: Hayes McGrath Solicitors, 91 Lower Baggot Street, Dublin 2**

**DATE:** 6th January 2020 – 10th January 2020

**FIRM: Holmes O’Malley Sexton Solicitors, 2 Ely Place, Dublin 2.D02 FR58**

**DATE:** 13th January 2020 – 17th January 2020

*Employment*

**EMPOYMENT: Holmes O’Malley Sexton Solicitors, 2 Ely Place, Dublin 2**

**DATE:** February 2020 - to date

**TITLE: Legal Intern**

**DUTIES:** Upon completing my week of work experience at Holmes, I was offered a part-time job as a Legal Intern, where worked along-side attending college in UCD. Upon graduating from UCD I was offered Full-time employment at Holmes.

I have gained a great deal of experience while working in both the Conveyancing and Defence Litigation Department at Holmes. While in Conveyancing my role mainly entailed drafting Family Home Declarations, Form 17s, filing Stamp Duties and creating a Schedule of Documents. My tasks whilst working in the Defence Litigation Department included drafting an Appearances, Notice for Particulars, RBA Forms; assembling Briefs; preparing Affidavits of Verifications, Notices of Indemnity, making Requests for Voluntary Discovery, as well as preparing responses to such requests, setting cases down for trial, preparing Notices to Produce, Notices of Motion, Motion papers, along with other related work.

During my employment I gained a great deal legal knowledge, as well as other valuable skills such as teamwork skills, communication skills with both colleagues and clients and taking initiative. Working in the legal setting also assisted me when studying for the FE1s as I had a greater practical understanding of the material.

**EMPLOYMENT: dlr Leisure Meadowbrook, Broadford Road, Ballinteer, Dublin 16**

**DATE:**  June 2015 - August 2021.

**TITLE: Part Time Swimming Teacher, Lifeguard, Reception**

**& Multi Sports Attendant**

**DUTIES:** My primary role as a swimming teacher was to teach people of all ages and abilities to develop swimming skills, technique and confidence in the water. My main duties were to plan and deliver swimming lessons ensuring adherence to the scheme of work and lesson plans, correct faults in swimming techniques and identify ways to improve performance.

My primary role as a lifeguard was to enforce safety rules, monitor the water for danger, identify and try to prevent accidents from occurring and rescue swimmers. I also would carry out CPR on swimmers who have inhaled water if this was required and maintain records of incidents that occur at the pool.

As a Multi-Sports Camp Attendant I was responsible for planning and delivering the Multi-Sports programme, combining different sports and activities for 4-12 year olds. Activities included anything from football, tennis, rounders’ and basketball to leading team-building games.

As a receptionist, I served customers by greeting, welcoming, and directing them to the appropriate activity. My duties also included answering the telephone, dealing with customer’s queries and complaints and inputting all transactions into LEGEND which is the point of sale, cashing up at the end of a shift and ensuring the cash sheets balance.

**COURSES:** RLSS Lifeguard & First Aid 9th Edition Renewed September 2019

Anaphylaxis Training 9th Edition September 2019

AED Renewed January 2019

Disability Inclusion Course June 2018

RLSS Lifeguard & First Aid 8th Edition Renewed October 2017

Safeguarding 1 (Code of Ethics) June 2017

IWS Full Swimming Teacher June 2017

AED January 2017

Cash Handling Training July 2016

IWS Assistant Swimming Teacher June 2016

RLSS Lifeguard & First Aid 7th Edition October 2015

*Achievements and Interests*

**ACHIEVEMENTS:** Interviewed by Aidlink and was selected to participate in Aidlink's Immersion Programme to Uganda for two weeks in June 2016.

Attained the Bronze Gaisce Award in May 2016.

Completed the ECDL Course in April 2016.

Ran the Instagram social media page during my employment in dlr

Ran the Mini Marathon and raised over €400 for the Irish Cancer Society

**INTERESTS:** Gaelic Football

Running

Going to the gym

Travelling

Swimming

Cooking and baking

Piano

**REFEREES:** Mr. Niall Cull

CEO dlr Leisure

Head Office

Carnegie House

Library Road

Dun Laoghaire

Co. Dublin.