

# Katherina Katie Grynyshyn

## Details

Dublin 8  
Ireland  
0864506966  
[kgrynyshyn@gmail.com](mailto:kgrynyshyn@gmail.com)

## Skills

Conflict Resolution  
Commercial improvement  
planning  
Commercial awareness  
Workforce development  
Issue spotting  
Information analysis and research  
Building Relationships  
Arbitrating disputes

## Languages

English  
Ukrainian  
Russian  
Polish  
Irish  
Bulgarian  
German

## Profile

A driven and motivated legal graduate with a strong interest in commercial and corporate law. Ability to operate as part of a small and larger team while simultaneously using initiative and independence to perform and achieve results under pressure. Outstanding both verbal and written communication as well as exceptional administration abilities with an ability to analyse complex information and offer recommendations. Capable of nurturing business through detail-oriented, hands-on approach to client demands, and great follow-through.

## Employment History

### Legal Intern, Carlisle Solicitors , Dublin 2

JUNE 2022 – PRESENT

- Resolved complex debt recovery cases successfully, engaging with counsel and local courts to ensure a favourable resolution
- Explained client rights and entitlements in order to design action for legal proceedings in a professional and pleasant demeanour
- Reviewed and drafted documentation for legal proceedings in a consistent accurate and efficient manner
- Accurately transcribed dictated reports in a timely manner
- Continuously monitored over 150 case files providing clients with status updates on a regular basis

### Legal Intern, Tracey Solicitors, Dublin 2

JUNE 2022 – PRESENT

- Responsible for all written and verbal communication with Russian and Ukrainian clients
- Exhibited tact and compassion when working with a diverse clientele
- Crafted written correspondence in Ukrainian and Russian as requested by firm's solicitors to support external communication
- Compiled information, recorded key dates and completed legal applications
- Phoned clients in English, Russian and Ukrainian to understand potential legal issues and obtain relevant information

### Legal Intern, A&L Goodbody, Dublin 1

AUGUST 2022 – AUGUST 2022

- Assisted solicitors in the employment department by conducting critical research for upcoming cases
- Shadowed solicitors and trainees to understand workloads, case management and network development.
- Participated in meetings and training events
- Prepared legal research and self-help resources for clients

### Manager, Mizzoni's Santry, Dublin 9

MARCH 2020 – JUNE 2022

- Experience in fast-paced business, deadline driven environment serving over 100 customers per day
- Development and implementation of efficient workplace policies and improvements, including: rotating weekend shifts, enactment of third party app Deliveroo, comprehensive monitoring of inventory data from POS system, resulting in 37% increase in revenue
- Sourced qualified persons for open positions, utilising technologies and referrals while reducing hiring costs
- Conducted extensive research to up skill in areas of Covid-19 regulations and procedures, Health and Safety and HR to achieve desired results
- Acted as trouble shooter and dealt with customer complaints

Collaborated with third-party marketing agency to run advertisements, which resulted in an increase in annual income

### **Sales Assistant, Timberland, Dublin 2**

AUGUST 2019 – MARCH 2020

- Obtained In depth knowledge about products being sold to achieve higher sale conversion rate
- Assisted in stock control and management
- Evaluated inventory and delivery needs, optimising strategies to meet customer demands
- Cultivated loyal, profitable customer relationships, asking open-ended questions to assess and cater to individual needs.
- Achieved highest daily sales amongst similar part-time employees resulting in the largest commission within the company

### **Administrative Assistant, Beyond Accounting, Dublin 2**

JUNE 2019 – AUGUST 2019

- Dealing with clients queries in efficient manner
- Followed up on outstanding documentation
- Engaged with clients in sincere and friendly manner by phone and email
- Completed all cleaning, stocking and organising tasks in assigned area
- Followed up with debtors
- Worked on bookkeeping project work
- Carried out review of clients files in line with company's Anti-Money Laundering legislation (AML) policies and procedures.

## **Education**

### **Bachelor of Law & Business, National University of Ireland, Maynooth, Kildare**

SEPTEMBER 2019 – JUNE 2022

**Awarded grade: 2.1- 67.9%**

Relevant Modules Taken: International Economic Law, Employment Law, Negotiation And Dispute Resolution, Strategy Simulation, Administrative Law, Law Of Evidence

#### **Key Achievements:**

- Managed to maintain a 2.1 grade average while working full time and studying full time
- Achieved 1.1 in Employment Law, Negotiation and Dispute resolution and Company law assignments
- Achieved 1.1 on equity law assignment for being able to illustrate inconsistencies between Anti-Money Laundering Legislation (AML) and Secret Trusts

### **Leaving Certificate, St. Killian's German School, Dublin 14**

SEPTEMBER 2017 – JUNE 2019

- Achieved 466 points

### **Junior Certificate, Dominican College, Griffith Avenue, Dublin 9**

SEPTEMBER 2014 – JUNE 2017

## **Courses**

### **CS50's Computer Science for Lawyers , Harvard Univerity**

SEPTEMBER 2022 – DECEMBER 2022

## **References**

**Duncan Inverarity from A&L Goodbody**

Head of Employment Law

**Paul Tracey from Tracey Solicitors**

Managing Partner

**Philip Gleeson from Carlisle Solicitors**

Solicitor