**Katherine Durcan, BCorp Law (International), LLB**

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**Profile**

I am a hard working and enthusiastic individual committed to pursue my legal career in a busy and challenging legal environment. I possess strong organisational, prioritisation and computer skills. I am able to multi-task and work on my own initiative. Importantly, I am willing to listen, learn and further develop my pre-existing skill set.

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**Professional Education**

 **2016- 2017:** Administrative Officer (AO) Revenue Commissioners

 Graduate Development Programme

 **2015-2016:** Passed all eight of the Law Society’s FE-1’s examinations

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**Third Level Education**

**2013-2014:** National University of Ireland, Galway

**Postgraduate Degree:** Bachelor of Laws (LLB)

**Overall Result:** Upper Second Class Honours (67.36)

**2009-2013:** National University of Ireland, Galway

**Undergraduate Degree:** Bachelor of Corporate Law International (BCorp Law)

**Overall Result:** Upper Second Class Honours (67.25)

I spent one academic year living and studying in France. During that time I developed both my written and spoken French language skills.

**2011-2012:** Institut d’Études Politiques, Aix-en-Provence

 Diploma in French

**Overall Result:** Upper Second Class Honours

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**Secondary Education**

**2003-2009:** St. Mary’s Secondary School, Ballina, Co. Mayo

**Leaving Certificate:** 7 honours

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**Work Experience**

**Employer:** Office of the Revenue Commissioners, Dame Street, Dublin Castle, Dublin 2

**From:** 11/07/2016 to Present

**Position:** Administrative Officer - EU Branch (11 July 2016 - March 2017), Exchange of Information Branch (EOI) (March 2017- to present)

**EU branch (International Tax Division)**

*Areas of Responsibility*

* Review of EU tax law cases from the European Court of Justice
* Review of the Financial Transaction Tax (FTT) impact in Ireland
* State Aid related issues and impact on Irish tax policy
* Attendance at the Council of Europe meetings in relation to Ireland’s position on tax policy
* Attendance at the Court of Justice of the European Union in relation to hearings of EU tax law cases
* Assisting on Freedom of Information (FOI) requests from the public
* Responsible for budgetary items
* Conducting legal research in relevant areas of law
* Translating documents from French to English when required
* General administrative duties

**Exchange of Information Branch**

*Areas of Responsibility*

* Review of Exchange of Information (EOI) cases
* Communicating with taxpayers e.g. drafting letters to taxpayers
* Legal framework and function of the EOI Branch
* Peer review process by the Global Forum on Transparency and Exchange (the Global Forum)
* Co-operating with the Intra European Organisation of Tax Administrations (IOTA)
* Decision maker in relation to Freedom of Information Requests (FOI)
* Responsible for assigning new cases to caseworkers
* Conducting legal research in the EOI Branch
* Translating documents and carrying out research in French
* Conducting presentations on behalf of the EOI Branch
* Responsible for budgetary items
* Responding to queries from colleagues
* Assisting in training new members of staff in the office
* Liaising with other government departments, e.g. Department of Finance colleagues and EU colleagues
* General administrative duties

**Employer:** Académie de Strasbourg, Strasbourg, France

**From:** 1/10/2014 to 24/4/2015

**Position:** English Language Assistant (Mulhouse, France)

*Areas of Responsibility*

* Teaching English to teenagers and young adults
* Preparing lesson plans
* Preparing teaching materials
* Presenting lessons
* Developing a supportive learning environment
* Assessment of students - preparing examinations and correcting assessments

**Employer**: Dunnes Stores (Ballina) and Dunnes Stores (Galway)

**From**: 1/04/2006to 20/08/2006, 1/06/2010 to30/08/2010 and 19/6/2013 to 20/10/2013

**Position**: Retail Assistant & checkout operator

*Areas of Responsibility*

* Cashier - point of sales operations and cash handling
* Working on the floor (stock rotation)
* Customer Service/care (including dealing with customer complaints)
* Communicating issues to managers

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**Other Experiences**

I was a member of the following societies while in University:

* NUI Galway Law Society.
* NUI Galway drama and business society.
* NUI Galway literature and debating society.
* NUI Galway French Society.

I was an active member of the film society and La cave des étudiants in Aix-en-Provence.

I volunteered:

* at the Free Legal Advice Centre run through NUI Galway.
* as a mentor for incoming Erasmus students to NUI Galway.

I undertook French and German language courses run by a university in France.

Currently, I am a member of the Administrative Officer (AO) Legal network.

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**Interests and Hobbies**

* I am a member of a yoga club
* I enjoy going walking after work
* I am a member of Revenue Choir
* I assist my colleagues in any charity work such as the Hospice Care Coffee morning

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**Skills**

* Fluent French speaker.
* Excellent:
	+ Communication skills – verbal/interpersonal skills, written skills and presentation skills in both English and French
	+ Organisational skills with strong time management and prioritisation skills
	+ Computer and IT skills
	+ Client/customer service skills
	+ Problem solving skills

Personal Characteristics

* Motivated and capable of using own initiative - taking ownership of projects and demonstrating high levels of self sufficiency
* Ability to work as an individual and as a team
* Flexible to perform various work
* Consistently strives to perform at a high level
* Able to maintain consistent effort under pressure and I am resilient to criticism or setbacks at work
* Personally trustworthy and can be relied upon

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**References**

References are available on request.