

KATHLEEN O'CARROLL

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EDUCATION

FE1 CANDIDATE, THE LAW SOCIETY OF IRELAND, DUBLIN

Passed seven exams while working full time: Tort, Equity, EU, Criminal, Constitutional, Property and Contract. Results pending for my final exam, Company Law.

BACHELOR OF CIVIL LAW (INTERNATIONAL), UNIVERSITY COLLEGE CORK

Second Class Honours, Grade One | OCTOBER 2017

Elective modules studied include Employment Law, Commercial Law, Information Technology Law, Law of Evidence, Financial Services and Regulation, and Mandarin Chinese Language.

East China University of Politics and Law | 2015 – 2016

Year grade: First Class Honours

Third year study abroad programme in Shanghai. Studied and passed the first-year course from a two-year Juris Master programme in International and Economic Trade Law.

EMPLOYMENT HISTORY

ANTHONY JOYCE & Co. SOLICITORS, DUBLIN 8

❖ LEGAL EXECUTIVE | SEPTEMBER 2022 – PRESENT

Internal promotion to quasi fee-earning position to reflect high level of responsibility undertaken. Litigation-focused position. Currently generating over €10,000 in fees revenue per month. Duties and responsibilities include:

- Acting as main point of contact for clients, counsel and opposing legal team;
- Managing the day to day running of own litigation (both plaintiff and defence), bankruptcy and debt negotiation files;
- Negotiating agreements with international funds, banks and other creditors;
- Attending on and instructing counsel in virtual and physical hearings in Circuit Court and High Court; and
- Creating and updating precedents for motions, affidavits, etc. in accordance with new needs and developing practice directions.

Key achievement: Attaining and surpassing monthly fees received targets, since introduction of targets in May 2022.

❖ LEGAL ASSISTANT | MARCH 2020 – AUGUST 2022

Hands-on position assisting the principal solicitor in a busy practice catering to private clients. Experience in various practice areas including Litigation and Bankruptcy. Duties and responsibilities included:

- Opening new files, completing AML checks and ensuring receipt of fees due and tracking of same in Case Management System (Legal Evolve);
- Drafting letters, affidavits, motions, pleadings and general correspondence;

- Arranging for stamping, filing and service of papers via e-service and traditional means; and

Key achievement: Overhauling and streamlining internal bankruptcy process to enable significantly reduced processing time, and increased client satisfaction levels, while accommodating increased client volume, and increased complexity of files.

TUNDRA TECHNICAL SOLUTIONS, VANCOUVER, CANADA

❖ **TECHNICAL RECRUITER | JANUARY - NOVEMBER 2019**

Competitive sales and target driven position within a large Canadian company.

Duties and responsibilities included:

- Identifying and screening suitable candidates for vacant roles and maintaining correct candidate information in the Applicant Tracking System;
- Meeting personal and team monetary and productivity targets;
- Running hybrid team meetings, conducted in person and via conference call; and
- Maintaining excellent communication between candidates and account managers of all relevant developments.

Key achievement: Secured the highest ever hourly margin for a placement in the Western Canada region (\$35/hr revenue margin). This high-level placement secured a new supply contract with the largest new client of 2019, an international minerals and mining entity.

ST. PATRICK'S INTERNATIONAL FESTIVAL, DUBLIN

❖ **FRONT OF HOUSE | FEBRUARY - MARCH 2018**

Administrative role, focused on delivering excellent customer service and maintaining brand reputation. Duties and responsibilities included:

- General office administration including completing purchase orders and managing meeting rooms; and
- Aiding box office manager in administration for ticketed areas such as disabled access, vetted viewing and priority access zones.

OTHER WORK EXPERIENCE, HOBBIES AND LANGUAGES

CUSTOMER SERVICE, HOSPITALITY AND PROMOTIONAL EXPERIENCE | 2011- 2019

Developed exceptional teamwork and customer service skills in addition to ability to excel under pressure through working in hospitality, brand promotions, food service restaurants, hotels in both full and part time capacities while studying and travelling.

LANGUAGES, INTERESTS AND HOBBIES

- ❖ Conversational Irish speaker and frequent attendee of Pop-up Gaeltachts.
- ❖ Basic Mandarin speaker (HSK2 exam level) and ongoing learner.
- ❖ Avid reader and enthusiastic organiser of a bi-quarterly book club to discuss fictional novels, with friends located across four countries.
- ❖ Advocate of responsible consumption, especially regarding fashion. Particularly interested in vintage, second hand and reworked clothing.