

KATHLEEN O'CARROLL

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EDUCATION

FE1 CANDIDATE, THE LAW SOCIETY OF IRELAND

NOVEMBER 2020 – PRESENT

Passed four exams while working full-time (Tort, Equity, EU and Criminal)

Currently studying to sit Constitutional and Property in October 2021 and planning to sit my final papers in March 2022.

BACHELOR OF CIVIL LAW (INTERNATIONAL), UNIVERSITY COLLEGE CORK

SEPTEMBER 2013 - OCTOBER 2017

Second Class Honours, Grade One

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

Degree programme included year abroad at East China University of Politics and Law in Shanghai. Completed half of a 2-year Juris Masters programme in International and Economic Trade Law, earning a First for the year.

LEAVING CERTIFICATE, PRESENTATION SECONDARY SCHOOL, TRALEE

AUGUST 2013

Awarded 490/600 points.

EXPERIENCE

LEGAL ASSISTANT, ANTHONY JOYCE & Co. SOLICITORS, DUBLIN 8

MARCH 2020 – PRESENT

Hands on role assisting the principal solicitor in a small, busy practice catering to private clients. Experience in a variety of areas of the firm including litigation, bankruptcy petitions and post-bankruptcy litigation.

- Liaising directly with clients, counsel and opposing parties;
- Creating briefs for counsel, drafting letters, affidavits, wills, motions and engagement letters;
- Opening new files, completing AML checks and receipt of fees due;
- Arranging the stamping and filing of miscellaneous documents;
- Assisted in the administration of high-volume settlement agreement by obtaining over 200 wet ink private client signatures and creating the payments of the relevant funds to clients;
- Utilising case management system Legal Evolve to maintain up to date files and precedents.

TECHNICAL RECRUITER, TUNDRA TECHNICAL SOLUTIONS, VANCOUVER, CANADA

JANUARY - NOVEMBER 2019

Sales and target driven position within a small team in a large Canadian company. Key accomplishments in this role included achieving the highest ever hourly margin for one placement in the Western Canada region.

- Identifying and screening suitable candidates for vacant roles and maintaining correct candidate information in the Applicant Tracking System (Bullhorn ATS)
- Conducting initial interviews via phone, skype or in person;
- Meeting personal and team targets (weekly, monthly and overall);
- Running team morning meetings, conducted in person and via conference call with other offices;
- Negotiating salaried and hourly candidate rates.

FRONT OF HOUSE, ST. PATRICKS INTERNATIONAL FESTIVAL, DUBLIN

FEBRUARY – MARCH 2018

Administrative role, focused mainly on customer service.

- First point of contact for queries of the public via email and phone;
- General office administration including completing purchase orders, greeting visitors and managing meeting rooms;
- Aiding box office manager in administration for ticketed areas such as Disabled Access, Vetted Viewing and Priority Access zones;

CUSTOMER SERVICE AND HOSPITALITY EXPERIENCE

JUNE 2013 – DECEMBER 2018

Over five years hospitality experience in bars, restaurants and hotels, in both Vancouver and Ireland, initially during university weekends and breaks, and later full time in Canada.

SKILLS

Competent in Microsoft Office Suite

Excellent phone manner

Comfortable working under tight deadlines

Strong client communication skills

Adept at multi-tasking various projects

LANGUAGES

Keen conversational Irish speaker.

Basic Mandarin (HSK2) - attended weekly Mandarin night class from March – June 2019 at the University of British Columbia.