

## Katie Tyrrell

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21/10/1995

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- \*Arthur Cox – Paralegal on the Legal Technology and Innovation Services Team
  - \*Department of Public Prosecutions (DPP) – Legal Researcher
  - \*FE1's
  - \*LLB
  - \*Advanced Lawyering Final Year Project
  - \*Kate Fleming Mediation Competition in Medical Law
  - \*Dillon Eustace – Company Secretarial Assistant
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### Education

**Bachelor of Laws (Law Plus) LLB (2:1 Honours)** 2014-2018

*University of Limerick*

**Final Year Project** 2018

“Grooming Children for Crime”

I was part of the REPPP (Research Evidence into Policy Programme Project) to significantly improve the evidence base concerning youth crime policymaking in Ireland.

**Leaving Certificate (485 points)** 2008-2014

*St. Angela's Secondary School, Waterford*

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### Legal Experience

**Paralegal - Legal Technology and Innovation Services** December 2018-2019

*Arthur Cox*

- I am assigned to a review team to assist a Partner in the Litigation Department.
- My role involves document review using ediscovery software in response to investigations and data requests.
- My contribution to the team has a significant impact in helping to reduce the number of documents required for review by solicitors and allows the legal team to prioritise the documents it does review.

### **Legal Researcher in the Prosecution Policy and Research Unit (Internship)**

*Department of Public Prosecutions (DPP)*

October-November 2018

- My first task was to assist the Project Manager in carrying out an audit on the DPP systems.
- I undertook research for the head of the Victims Unit on a new piece of legislation, s.21 of the Victims of Crime Act 2017. I was required to research the parameters of sexual history evidence in Ireland and investigate restrictions applied in other jurisdictions. I found this research extremely interesting particularly as it was undertaken in light of the Belfast rape trial and the controversial rape trial in Cork.
- I had the opportunity to accompany a prosecutor to the Court of Criminal Justice and attend a four day Circuit Court trial involving drug trafficking as well as attending the District Court to witness minor offence cases.
- I attended seminars and webinars during the internship such as one on Anti-Money Laundering and another on Victims' Rights.

**Company Secretarial Assistant (Cooperative Placement)** May 2016-January 2017

*Dillon Eustace*

- I worked with an experienced company secretarial assistant and also had to work independently on my portfolio of client files.

- I was responsible for the drafting and signing of statutory forms such as special resolution form G1, annual return form B1, company incorporation form A1, change of company officers form B10 for filing with the Companies Registration Office.
- I arranged and attended board meetings and drafted the meeting minutes.
- I incorporated and de-shelved companies.
- I organised and prepared company files going into liquidation.
- I gained administration skills such as making and answering calls, filing, letter writing, collating and binding board packs, using Microsoft Word and Excel, ordering company seals and registers, effective file management, getting legal documents notarised and apostilled in the Department of Foreign Affairs and authorised in the relevant country's Embassy.

### **Other Work Experience**

#### **Multi-Task Attendant (part-time)**

January 2016-December 2018

*Health Service Executive, St Fintan's Hospital, Portlaoise*

- I undertook a variety of domestic duties in various wards and community settings.
- I had to maintain confidentiality and be organised at all times concerning; infection, prevention and control standards, manual handling, and health & safety matters.

#### **Restaurant Host (USA J1 Programme)**

May-August 2017

*Bubba Gump Shrimp Company, Santa Monica, California*

- My role involved; seating guests, bussing tables, setting tables, serving food, answering the phone, and communicating with staff.
- I gained good communication, organisational and interpersonal skills when interacting with customers and communicating with all members of the team.

### **Volunteer Work**

January 2013

I volunteered at Sacred Heart Lady Lane, Waterford, which is a day centre for young children with special needs. I undertook a 'Lámh' sign language course to communicate with the children and received a certificate on completion.

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### **Achievements**

- **Internship:** I was nominated by the Law Faculty in the University of Limerick for an internship in the Office of the Director of Public Prosecutions (DPP) and was successful at securing a place in their Prosecution Policy and Research Unit in Dublin for October and November 2018.
- **Competition:** I participated in the Kate Fleming Mediation Competition in Medical Law in April 2018. This allowed me to put into practice some of what I had learnt and develop skills in two of my modules undertaken in 2017, Medical Law and Alternative Dispute Resolution.
- **Hockey:** I was Captain of the University of Limerick Ladies Hockey Team in 2017. I was the secretary of the hockey committee in 2017 and 2018. My role involved organising committee meetings, and taking meeting minutes. I also helped organise fundraisers such as table quizzes and hockey tournaments. I was nominated Player of the Year for the Waterford Girl's Hockey Team in 2010 and was awarded Waterford Crystal.
- **University of Limerick Law Society:** I was the Law Ball Convener for the University of Limerick Law Society in 2015. This role involved organising the most important event in the law society calendar, which was a great success. I gained many skills such as leadership, a sales and marketing focus, good organisational ability and project management and a commitment to working as a team.

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### **Skills**

- **E-Discovery:** I am trained in Ringtail.
- **Courses:** I am trained in Fire & Safety and Infection, Prevention and Control.

- **IT Skills:** I am proficient in information technology and have completed the European Computer Driving License (ECDL).
- **Language Skills:** I am proficient in French having obtained an A in both my Junior and Leaving Certificate. I participated on a French exchange in Bayonne in October 2011 and hosted a French student in Ireland in January 2012.
- **Other:** Full driving licence.

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## **Interests**

### **Music**

*Waterford Academy of Music and Arts* 2005-2013

- I played the piano and guitar from the age of ten.

### **Sport - Hockey**

*University of Limerick Ladies Hockey Team* 2014-2018

- I competed in several intervarsity and mixed intervarsity competitions which were held in Queens University Belfast, University College Cork, Athlone Institute of Technology, Kilkenny College and the Three Rocks Rovers in Dublin.

*Waterford Hockey Club* 2007-2013

- From 2012-2014 I played on the Woman's Division 1 Hockey Team.
- I joined the Waterford Girl's Hockey Team in 2007.

*St Angela's School Hockey Team* 2008-2013

- I played on the A Team in school.

***References on request***