**Katie Tyrrell**

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21/10/1995

**\***FE1 exams

**\***Mason Hayes and Curran

**\***Arthur Cox

\*Department of Public Prosecutions

\*University of Limerick LLB

\*Advanced Lawyering Final Year Project

\*Languages – French, Irish, Spanish

**Education**

**Bachelor of Laws (Law Plus) LLB (2:1 Honours)** 20 14-2018

*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. I presented my policy instrument, ‘Prosecution Advice in England and Wales’, at a meeting hosted by Secretary-General Dr Fergal Lynch and Michelle Shannon, Director of Irish Youth Justice Services in the Ministerial boardroom of the Department of Children and Youth Affairs (DCYA) in Dublin on the 21st of March 2018.

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

*St. Angela’s Secondary School, Waterford*

**Legal Experience**

**Legal Assistant - Health and Prosecution Department**

*Mason Hayes and Curran*  May 2019 - present

* My role is to assist the partner and associate in representing the state agency responsible for child protection in Ireland.
* My duties involve preparing briefs for counsel, arranging applications for court, attending counsel, drafting letters, liaising with the client. I am also responsible for the court's list every week.

**Paralegal - Legal Technology and Innovation Services**

*Arthur Cox*December 2018 - April 2019

* I was assigned to a review team to assist a partner in the litigation department.
* My role involved document review using ediscovery software in response to investigations of financial institutions regarding the tracker mortgage scandal.
* My contribution to the team had a significant impact in helping to reduce the number of documents required for review by the solicitors and allowed the legal team to prioritise the documents it did review.

**Legal Researcher - Prosecution Policy and Research Unit (Internship)** *Department of Public Prosecutions (DPP)* October - November 2018

* 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 also delve into other jurisdictions to investigate restrictions applied in relation to this evidence and if such limitations could be implemented in Ireland. I found this research extremely interesting particularly as it was undertaken in light of the Belfast Rape Trial and the controversial Cork case.
* I had the opportunity to accompany a prosecutor to the Court of Criminal Justice and attend a three day Circuit Court trial involving drug trafficking as well as attending the District Court to witness minor offence cases.
* The experience was invaluable as I had a good insight into the role of a prosecution lawyer and to work for the public legal sector.
* I gained excellent research and communication skills.
* I had the chance to meet and work with many people and departments within the DPP and even had a chat with the Director of Public Prosecution Claire Loftus.

**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 statutory work for the department. This involved drafting and 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. One significant role I undertook was the organisation and attendance of board meetings regarding companies undergoing the conversion process pursuant to the Companies Act 2014.
* 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, binding, ordering company seals and registers, effective file management.

**Other Work Experience**

**Multi-Task Attendant (part-time)** January 2016-October 2018

*HSE, St Fintan’s Hospital, Portlaoise*

* I undertook a variety of 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 / Kitchen (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.

**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 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 wascaptain of the University of Limerick Ladies Hockey Team in 2017. I was the player of the year for the Waterford Girl’s Hockey Team in 2010.
* **University of Limerick Law Society:** I was elected as 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 strong leadership, a sales and marketing focus, good organisational ability, project management and a commitment to working as a team.

**Skills**

* **E-Discovery:** I am skilled in Ringtail and Relativity.
* **Courses:** I am trained in Fire & Safety, Manual Handling and Infection, Prevention and Control.
* **IT Skills:** I am proficient in information technology and have completed the European Computer Driving License (ECDL). I can use various IT systems such as PDF docs, Keyhouse, imanage, Axle, Global Entity Management System (GEMS), Companies Online Registration System (CORE).
* **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.

**Interests**

**Music**

*Waterford Academy of Music and Arts*  2005-2013

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

**Sport**

*University of Limerick Ladies Hockey Team* 2014-2018

* I was selected to play with the University in the Hockey Intervarsities in Queens University Belfast in October 2014, in the 2015 Intervarsities in University College Cork and the 2017 Intervarsities in the Three Rocks Rovers in Dublin.
* I played with the University team in the Mixed Intervarsities which took place in Athlone Institute of Technology in February 2016 and in Kilkenny College in February 2017.

*Waterford Ladies Hockey Club* 2007-2014

* From 2012-2014 I played on the Woman’s Division 1 Hockey Team.

*Waterford Girl’s Hockey Club*

***References on request***