**Katie-Ann Bushe**

**Curriculum Vitae**

162 Whitehall Road, Terenure, Dublin D12 P8P6

162 Whitehall Road, D12 P8P6, Terenure, Dublin

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Professional summary

A highly ambitious, goal-orientated, First-Class Honours Business and Law graduate who has completed 8 Law Society FE-1 exams seeking training contract with Dublin firm.

Work history

Wait Staff, Barista and Private Function Team Member, 09/2015 to 01/2023

Chawke Pub Group - The Dropping Well – Milltown, Dublin

* Answering customer’s questions, recommending items, and recording order information. Concisely communicating dining orders to kitchen staff, directing attention to special requests or dietary restrictions.
* Private function team at large events such as weddings and funerals within the Chawke Pub Group.
* Trained Barista.
* Completed first aid training and the Heart Saver CPR AED course.
* Level 1 HACCAP Qualification from the Food and Safety Authority - Grade obtained: 100%

**Law Clerk** 03/01/2023 – 24/01/2023

**Beauchamps LLP**

* Preparing and filing documents in the Central Office, District Court and Circuit Court offices.
* Obtaining copies of Court Orders from Registrars in the Court offices. Updating Solicitors on the status of orders.
* Attending Barristers in the District and Circuit Court.
* Clerical duties such as postal duties, arranging couriers and inputting data into Partner for Windows and Excel.

**Legal Executive** 24/01/2023 - Current

**Beauchamps LLP – Commercial Property**

* Involved in commercial and residential transactions acting on behalf financial institutions and purchasers / vendors.
* Drafting Statutory Declarations, Collateral Warranties, Declarations of Identity, Affidavits of Service, Notices of Application, Board Minutes and Company Secretary Certificates, invoices, and completion statements.
* Scheduling and managing client meetings.
* Actioning payments by way of EFT.
* Compiling research on properties, searching local authority planning databases for Planning Permissions and downloading Folios from Land Direct.
* Drafting Land Registry Forms, lodging applications to Tailte Éireann, responding to queries raised and relodging rejected applications.
* Preparing Deeds to be registered in the Registry of Deeds.
* Preparing licensing applications – lodging applications for monthly Special Exemption Orders and new applications for licenses.
* Preparing briefs and communicating with Legal Counsel.

Skills

|  |  |
| --- | --- |
| * The ability to work autonomously, use initiative and prioritise tasks to meet deadlines. * A cooperative team player with strong communication and motivational skills. * Attention to detail and strong organisational skills. | * Flexible, adaptable to any given situation. * Excellent IT and Research skills, highly proficient in Microsoft Office Applications. * Full Driver’s Licence. |

Education

Bachelor of Science: Business and Law, 2021. Degree obtained: First Class Honours.

Technological University of Dublin - City Campus

For a breakdown of academic results please see appendix A.

Relevant Modules include:

|  |  |
| --- | --- |
| * Administrative Law * Company Law * Constitutional Law * Employment Law * European Human Rights Law * Global Strategic Management * Law of Contracts * Operations Management * Strategic Management Models | * Criminal Law * Equity Law * European Union Law * Evidence Law * Immigration, Refugee and Citizenship Law * Law of Torts * Management Accounting for Business Decisions & Financial Reporting * Property Law |
|  |

Leaving Certificate: 2015

St. Mac Dara's Community College – Wellington Lane, Templeogue, Dublin 6W.

For a breakdown of Leaving Certificate results please see Appendix B

**Law Society of Ireland – FE-1 Examinations**

|  |  |
| --- | --- |
| * Contract Law – March 2022 (50%) * Equity Law – March 2022 (54%) * Property Law – March 2022 (57%) * Tort Law – March 2022 (57%) | * Criminal Law – October 2022 (63%) * Company – October 2022 (50%) * EU Law– October 2022 (63%) * Constitutional Law – March 2023 (62%) |

Part-time Vocal Tuition: Classical Singing, (2015 – 2022)

The Royal Irish Academy of Music - 36-38 Westland Row, Dublin 2

Received voice lessons under Dr Imelda Drumm and under the late Dr Veronica Dunne.

Received Honours in Grades 1-8 Classical Singing.

Accomplishments

* Appointed prefect during 6th year whilst attending Secondary School
* Winning First place in the 2018 Feis Ceoil Contralto Cup
* Performing in the Burke-Sheridan Cup where the top-ranking singers of the Feis Ceoil perform

**References can be provided on request**

**APPENDIX A**

**Breakdown of Third Level Studies Results**

**Bachelor of Science: Business and Law, 2021. Degree obtained: First Class Honours.**

**Technological University of Dublin - City Campus**

**First Year of Degree**

* Accounting 1 - 95%
* Core Legal Skills - 62%
* Economics - 81%
* Law of Contracts - 59%
* Organisational Behaviour and Management - 66%
* Quantitative Techniques - 81%

**Overall grade for first year - First Class Honours (1st)**

**Second Year of Degree**

* **Company Law - 58%**
* Constitutional Law - 63%
* Financial Reporting - 75%
* Human Resource Management - 60%
* Operations Management - 68%
* Property Law - 65%
* Torts - 60%

**Overall grade for second year - Second Class Honours - Grade 1 (2:1)**

**Third Year of Degree**

* Criminal Law – 72%
* Equity Law – 62%
* EU Law – 70%
* Evidence Law – 68%
* Management Accounting for Business Decisions – 76%
* International Management – 68%
* Strategic Marketing – 68%

**Overall grade for third year – Second Class Honours – Grade 1 (2:1)**

**Fourth Year of Degree**

* Immigration, Refugee and Citizenship Law – 71%
* European Human Rights Law – 68%
* Employment Law – 70%
* Administrative Law – 76%
* Strategic Management Models – 70%
* Business and Society - 71%
* Global Strategic Management – 71%

**Overall grade for fourth year – First Class Honours (1:1)**

**APPENDIX B**

**Leaving Certificate Results**

Leaving Certificate: 2015

St. Mac Dara's Community College – Wellington Lane, Templeogue, Dublin 6W.

**Points achieved: 485**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level (Hons/Ordinary)** | **Grade** |
| English | Honours | B1 |
| Irish | Honours | C2 |
| Maths | Honours | D1 |
| Engineering | Honours | B1 |
| Geography | Honours | A2 |
| Physics | Honours | C3 |
| Music | Honours | B2 |