

Katie Theresa Browne

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Personal Profile

I am a self-motivated and reliable Bachelor of Laws graduate, currently employed as a Legal Executive. I have passed four FE-1 Examinations to date and recently sat a further three examinations this October. I have excellent time management skills and the ability to plan and carry out tasks from beginning to end while maintaining accuracy and attention to detail. I have excellent written and verbal skills. I am happy to work as part of a team as well as on my own when required, getting on with the job in hand, and I tend to hold my own when managing diverse workloads. I am a highly motivated, driven individual and I work hard and consistently at each task I undertake. I am constantly seeking to progress my learning experience and to broaden areas of work undertaken.

Training & Education

NUI Maynooth, Maynooth, Co. Kildare

2018 – 2022

Bachelor of Laws (LLB) QQI Level 8

- Completed an honours degree four-year programme in Law.
- Final Classification: First Class Honours (1:1).

Loreto Secondary School, Spawell Road, Co. Wexford

Leaving Certificate June 2018

Higher Level:	Irish	History	Biology
	English	German	Chemistry
Ordinary Level:	Maths		

Career History

Amorys Solicitors LLP, Suite 10 The Mall, Beacon Court, Sandyford Business Park, Dublin 18

Legal Executive

October 2023 – present

- Working mainly on residential and commercial Conveyancing and Probate files.
- I work alongside Partners on files from start to finish and also work autonomously in producing work for approval.
- I am a point of contact for clients of the firm and deal directly (via telephone and email) with clients regarding any queries they may have concerning their case.
- I also liaise with banks, estate agents, and other solicitors and legal staff from different firms.
- I use case management software (namely, 'Partner') daily to file and record documents.
- I have substantive IT knowledge in relation to the use of Microsoft Office and Excel.

- I assist in drafting legal documents such as Contracts for Sale, Deeds of Transfer and Statutory Declarations. I also assist in drawing up Wills, and I prepare Probate forms and other documents required for lodgement with the Probate Office.
- Preparation of renewal of licensing applications, and preparation of trial booklets for court and Counsel.

Peter Redmond Solicitor, The Law Office, 'Rosevale', Newbay, Wexford

Legal Executive

August 2022 – October 2023

- Worked mainly on Conveyancing and Probate files, working alongside the Principal of the firm.
- I was involved in general secretarial and office administration work.
- Point of contact for clients and assisted in explaining legal matters to them.
- I used legal case management software (namely, Practice Evolve) daily.
- I liaised with banks, estate agents, and other solicitors and legal staff from different firms.
- I assisted in drafting legal documents such as Contracts for Sale, Deeds of Transfer, and Statutory Declarations. I also assisted in drawing up Wills, and I prepared Probate forms and other documents for lodgement.

Roches Circle K Drinagh Motors, Drinagh, Wexford

Shop and Deli Assistant

May 2021 - August 2022

- Assisted the store manager in opening the shop and creating merchandising displays.
- Provided a fast and efficient level of customer service and engaged daily with a large volume of customers, ascertaining their needs and wants.
- Rotated shop goods, stocked shelves, processed payments at the till, received and checked stock deliveries, and checked stock amounts.
- Ensured the regular cleaning and upkeep of equipment in the deli and noted stock levels.
- Adhered to health and safety standards at all times.

Noel Group, Waterford

June 2020 - August 2020

Cleaning Staff in Wexford General Hospital

- Ensured that areas including surgery rooms, patients rooms, and public areas were kept clean.
- Mopping, vacuuming, cleaning windows, furniture, and all surfaces, and ensuring safe disposal of waste while wearing PPE to minimize exposure to Covid-19.
- Adhered to strict cleaning regiments in each designated area.
- Worked as part of a team, and sometimes alone, ensuring the daily workload was met.
- Worked under the instruction of my supervisor.

Parks Tennis, Wexford

June 2019 - August 2019

Head Tennis Coach

- Worked alongside assistant coaches in the organisation of activities.
- Assisted students in developing and improving their tennis skills.
- Identified suitable training activities for students, based on their age and individual skillset.
- Ensured any duties specified by the supervisor were completed.

General Operative

- Worked under the instruction of my Shift Leader/ Operations Manager processing linen within the hospitality sector.
- Inspected the quality of work, loaded items onto conveyor belts, and monitored machinery.
- Acceptable to interchangeability within the plant and maintained a positive attitude to work.
- Used my initiative, I was willing to learn, and was motivated.
- Working as part of a team in order to meet production targets on a daily and weekly basis.

Interests & Achievements

- I love to play tennis, and I enjoy going for walks while listening to my favourite music. I also enjoy meeting up with friends and planning trips away.
- I hold a full Irish driving license as of May 2023.
- Received a Department of Law Undergraduate Research Award for my participation in the MUSE programme at Maynooth University.
- Received a Teastas Eorpach na Gaeilge leibhéal B2 Certificate. I took part in night classes in Irish and undertook the examination (containing oral, aural and written sections).
- Completed the Clifford Chance Cybersecurity Virtual Internship programme through Forage for which I received a Certificate of Completion.
- Participated in the Bystander Intervention programme led by the School of Law at University College Cork for which I received a Certificate of Completion.
- Participated in the Philpot Moot Court Competition organised by Maynooth Law Society for novice mooters.
- Received a JustisOne Certificate of Proficiency for being able to navigate the Justis database within a set time.
- Received a Certificate of Achievement from the FLAC society- for attending training sessions in Landlord and Tenant Law, Criminal Law, Employment Law and Debt Insolvency.
- Proofreader of ‘The Special Criminal Court: Practice and Procedure’ by Alice Harrison BL. This involved reading dense pages of information, proofreading and correcting work.
- I was an active member of Maynooth Law Society, ELSA Maynooth and the FLAC society.
- Certificates of Excellence presented by Loreto Secondary School Wexford. I was commended on multiple occasions for my excellent attendance record.
- Took part in the SPIRIT programme in Transition Year which involved voluntary work at an elderly care home and at my local opera house for the academic year.
- Achieved the Bronze Award for Gaisce (President’s Award). I was presented with this award for undertaking 13 weeks of both voluntary work and physical activity.

Referees

- References Available on Request.