**Katie Byrne**

**Address :** 7 Vernon Park

 Clontarf

 Dublin 3

**Phone:** 086 318 7208

**E-Mail:** katiembyrne97@gmail.com

**Career History**

**Legal Intern, Comyn Kelleher Tobin 05/11/2018 – 21/12/2018**

* Ability to multitask and preform administrative duties
* Ability to manage time and prioritize tasks
* Skilled in taking initiatives and being proactive
* Strong legal research skills and knowledge of the legal procedure
* Skilled in using case management systems, namely Legal Evolve

**Cast Member, The Disney Store 10/07/2017 – July 2018**

* Retail experience
* Meeting daily KPI’s
* Time management and organisation skills
* Working in a team environment
* Communication skills
* Cash handling

**Reception Staff, Fairview Medical Centre 25/06/2015 - Present**

* Telephone skills
* Customer service
* Organisation
* Working as part of a team
* Communication
* Resilience
* Ability to work well under pressure
* Dealing with money

**Education and Training**

BCL – overall third year grade II.I

**DCU 20/06/2018**

Leaving Certificate – more details can be made available on request

**Holy Faith Secondary School, Clontarf**  **June 2015**

**Interests**

Interested in pursuing a career in law, preferable in the area of Medical Law. Hopes to achieve FE1’s this year.

**Achievements**

* Awarded the role of prefect while in secondary school
* Holds a certificate for the completion of an emergency first aid course
* Received the bronze Gaisce award

**References**

Ms Deirdre McKenna

Fairview Medical Centre

37-39 Fairview Strand

Fairview

Dublin 3

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