**Katie Doherty**

Inane, Roscrea, Co. Tipperary.

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# **Education**

2019 – Present FE-1 Candidate

Criminal – 65 | EU Law – 56 | Tort – 58

2015-2018 Griffith College Dublin, South Circular Road, Dublin 8.

**LL.B. (Hons) Bachelor of Law**

Modules: Introduction to Law and Legal Skills 50 | Contract Law 59 | Law of Tort 48 | Criminal Law 59 | Land Law 45 | Constitutional Law 51 | Company Law 61 | Family Law 63 | Employment Law 50 | Jurisprudence 55 | Equity & Trusts 61 | International Human Right Law 51 | European Union Law 55 | Revenue Law 73| Dissertation 60 (The Right to Employment for Refugees in Ireland) | Commercial Law 55 |

2:1 Upper Second Class Honours Degree

2009 - 2015 Presentation Secondary School, Thurles, Co. Tipperary.

**Leaving Certificate**

English (H) C1 | History (H) B2 | Home Economics (H) C1 | Biology (H) C3 | German (H) B3 | Math (H) D3 | Irish (H) C1 |

# **Employment**

**Legal Assistant/ Legal Secretary** (June 2018 – Present) Martin & Gately Solicitors, 36 Charles Street West, Dublin 7.

* Assisting Counsel in Court.
* Preparing Books of pleadings and various Court documents.
* Assisting in Office solicitors with letters and various documents.
* Preparing various Applications to send to the Department of Justice & Equality.
* Meeting and leasing with clients both on the phone and in consultations.

**Sales Assistant** (2012- 2014) Victor Mitchell Auction Rooms, Mount Butler, Dublin Rd, Roscrea, Co. Tipperary.

Key Responsibilities:

* Assisting with production of auction catalogue.
* Accumulating bids before and during the auctions.
* Partaking in the bidding process for clients through phone biding.
* Logging bidders/sellers information into system.
* Preparing and delivering sales documentation and receiving payment.
* Sourcing advertising opportunities.
* Monitoring competitor activity and generating leads for products and services.

**Training Coordinator** (2016-2018) SuperSubs, Barack Obama Plaza Moneygall, Co. Offaly

* Focusing staff and generating initiatives to keep staff focused.
* Monitoring the till.
* Meeting customers and dealing with any queries or complaints they may have.
* Setting and meeting weekly targets.
* Selling and preparing produce.

**Sales Assistant** (2012-2015) SpencerSpillanes Expert Electrical, Main Street, Roscrea, Co. Tipperary.

* Aiding the sales and marketing team and generating new ideas.
* Assisting customers with enquiries/ complaints.
* Monitoring tills and working with the operating system with regards account information and stock enquiries.
* Selling products and meeting sales targets.

# **Volunteer Work**

**Volunteer with the Order of Malta Ireland** (Jan 2013 - June 2016)– Roscrea/Birr Unit.

Key Responsibilities:

* Provided friendly and efficient service to spectators at events including matches, music festivals, concerts etc.
* Assisted with setup at various events involving making sure the ambulance is equipped with resources needed.
* Consistent up skilling weekly to make sure the best service and skills were provided at each event attended.
* Promoted an enjoyable atmosphere by motivating fellow volunteers and providing spectators with a sense of comfort that the best of service would be provided.

**Volunteer Worker** August 2017 – Cara Girls Rescue Centre, Ngong Hills, Nairobi, Kenya.

Rescue Centre for Girls up to the age of eighteen who have suffered abuse (sexual, physical, mental, and emotional), neglect, victims of forced child marriage etc.

Key Responsibilities:

* Supervised a group of up to 25 children daily.
* Cooked and cleaned for the girls in the Centre and in the local preschool.
* Promoted a good atmosphere by ensuring friendly relations between the girls.
* Coordinated with other helpers and teachers to set up activities for the girls on the weekends and after school.
* Planned with the directors of the charity various campaigns to run in the future and areas which need attention and funding.
* Helped set up a kitchen in the nearby preschool to feed the children there daily.

**Case Worker** (2015 – 2016) –The Innocence Project, Griffith College Dublin, South Circular Road, Dublin 8.

Key Responsibilities:

* Gathering documentation on various cases where they may have been a miscarriage of justice.
* Investigating and going into depth in the cases which I was assigned to.
* Working alongside other case workers to compare and contrast notes.
* Reporting back to the director on the work I had completed and the information I found.

# **Achievements and Interests**

**Sport –** I go to the gym and run frequently, usually four times a week if I can. I find it a great way of getting away from the daily stresses or to simply unwind. Other hobbies include hiking, swimming, walking, Yoga and Pilates.

**Travel -** Organised and planned my own volunteering trip to Kenya including flights, transport and Visa (Summer 2017). Organised and planned group holidays to Italy, Scotland, London, Germany, Austria, New York etc. I enjoy experiencing new cultures and meeting diverse people.

**Spare Time –** I listen to a lot of podcasts such as Talking Tastebuds, The Good Glow, TedTalks and the HighLow. I believe self-education and improving your skillset is important for one’s personal and professional development. I was the Year Representative for Academic year 2017/2018. I was a member of the Law Society in Griffith and also a member of FLAC. I also attend a number of StartEd events.

# **Skills**

**I.T. –** Excellent skills in Microsoft Office PowerPoint, Microsoft Office Word, Microsoft Office Excel and received an honours certificate in the use of the legal search engine JustisOne.

**Planning -** Planning, scheduling and coordinating of resources were all skills put into practice during my travels and volunteer work. I pay close attention to detail and see myself as a naturally organised person. Leadership skills proven through successful organisation and execution.

**Teamwork -** Developed through work experience and group presentation. Can work as a team member or independently. Able to motivate and communicate well with others. Strong outgoing personality. Teamwork skills also

acquired from group projects involving planning meetings, sharing responsibilities and meeting deadlines.

**Interpersonal -** Strong interpersonal skills developed through volunteer work and dealing with different groups of people. Have good listening skills and can communicate effectively with colleagues, customers and management. I see myself as being a confident, optimistic and charismatic person.

# **Referees**

**Work –** NoelCummins (Legal Executive) –The Immigration Services Centre, 36 Charles Street West, Dublin 7.

Telephone: 086 224 8185 | Email: theiscdublin@gmail.com

**Academic –** John Eardly (Programme Director of LL.B. (Hons) & Lecturer ) – Griffith College Dublin, South Circular Road, Dublin 8.

Telephone: 01 4163361 | Email: john.eardly@griffith.ie