**Katie Doherty**

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# **Education**

2020 – 2021 University College Dublin, Belfield, Dublin 4.

**LL.M in International Commercial Law**

Modules: Corporate Governance | International Tax Law | International Economic Law | International Commercial Arbitration | Cross-Border Litigation | Climate Change Law and Policy | Dissertation |

2019 – 2020 FE1 Candidate

Criminal – 65 | EU Law – 56 | Tort – 58 | Constitutional Law – 50 | Company Law – 50 | Equity – 51 | Property - 55|

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 | Administrative Law 55 | 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 | Information Technology Skills 72 |

2:1 Upper Second Class Honours Degree

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

# **Employment**

**Legal Assistant** (July 2020 – Present) Thomasina Connell Solicitors, Monasterevin, Co. Kildare.

* Liaising with various Barristers and Solicitors.
* Attending on Counsel in Court.
* Ensuring all incoming post is inputted into system and acted upon.
* Preparing Personal Injury Briefs for Counsel.
* Drafting Wills, Contracts for Sale, various Affidavits and Scheduling documentation for purchasing and selling property.
* Dealing mostly in Family law, Conveyancing, Personal Injury and Probate.
* Answering telephone calls and helping with clients' queries.
* Filing office documentation and ensuring all files are kept neat and up-to-date.

**Legal Assistant/ Secretary** (July 2020 – September 2020) Breen Manning Solicitors, Towerhill, Portlaoise, Co. Laois

* Answering telephone calls and helping with clients' queries.
* Managing principal solicitor's diary, ensuring all court dates were diarised as well as client appointments.
* Filing office documentation and ensuring all files were kept neat and up-to-date..
* Sending out all outgoing post and DX.
* Typing dictations for principal solicitor.
* Dealing mostly in Conveyancing, Probate, Personal Injury and Litigation (mostly with the criminal injuries compensation tribunal).

**Legal Assistant/ Legal Secretary** (June 2018 – March 2020) Martin & Grove Solicitors, 36 Charles Street West, Dublin 7.

Variety of duties such as;

* Answering telephone calls and helping with clients' queries.
* Preparation of immigration applications, i.e. correctly filling in application forms, photocopying documentation and scheduling same.
* Managing principal solicitor's diary, ensuring all court dates were diarised as well as client appointments.
* Filing office documentation and ensuring all files were kept neat and up-to-date.
* Preparing briefs for counsel.
* Liaising with counsel.
* Liaising with the Department of Justice and Equality.
* Ensure all incoming post was inputted into system and acted upon.
* Sending out all outgoing post.
* Typing dictations for principal solicitor.
* Booking and briefing barristers.

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

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

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

# **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 am a member of my local gym and attend regularly. I find it a great way of getting away from the daily stresses or to simply unwind. Other hobbies include hiking, walking and Yoga.

**Travel – I** organised and planned my own volunteering trip to Kenya including flights, transport and Visa (Summer 2017). I also organised and planned group holidays to Italy, Scotland, London, Germany, Austria, New York, Australia 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, Laughs of your Life, 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 attended 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 presentations. 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**

Available on request.