Katie Oakes

Quinze Lodge, Ard Na Mara, Blackrock, Co. Louth

katie.oakes.2012@mumail.ie

Phone: 087-9766208

Date of Birth: 02-03-1993

**Education and Qualifications:**

**October 2015: Law Society of Ireland**

Successfully completed, at first attempt, first four examinations of Final Examination-First Part

**Sept 2011-June 2015 Maynooth University, Co. Kildare**

B.Sc. Bachelor of Laws Higher 2nd Class Honours Grade I

**Sept 2005- 2011:** **Dundalk Grammar School, The Crescent, Dundalk, Co. Louth**

 Leaving Certificate 2011 450 CAO points

**Employment:**

**July 2015-Present Sports Advisor, Elverys Intersport, Dundalk**

* Managing a retail department, with responsibility for sales activities and reporting to senior management
* Dealing with customers, which requires excellent communication skills and a high level of product knowledge
* Training new hires and inducting them into the Elverys team

**August 2014 Intern Sean O’Reilly & Co Solicitors, Dundalk**

* Dealing with enquires by telephone and in person
* Written and telephone correspondence with clients and associates
* Responsible for taking minutes of meetings
* Organising case files
* Made lodgments and filings on behalf of the firm and its clients
* Researching niche legal and business queries

**May 2013- September 2013 Sales Associate, Jewellery Store, San Francisco**

* Dealing with queries from both customers and suppliers
* Working effectively in a competitive environment
* Given increasing responsibilities, including opening/closing stores and managing inventory

**April 2009 Work Experience, Donal O’Hagan & Company Solicitors, Dundalk**

* Assisting with general office duties
* Dealing with clients by telephone and in person
* Typing documents from dictation
* Attending on client meetings
* Assisting during a Circuit Court hearing

**Practical Skills/Achievements:**

* School Prefect 2010-2011 Dundalk Grammar School, Dundalk, Co. Louth
* Full clean drivers licence and unblemished driving record
* Computer literate with ECDL Course and experienced in Microsoft Office suite of programmes
* Intermediate French (written and oral)
* Silver Gaisce medal, the President’s Award
* DCU Correspondence Course in Psychology
* Public speaking experience, participated in Moot Courts

**Interests/Volunteer Work:**

* Member of European Law Students Association
* Maynooth FLAC Society
* Driver for the Louth Hospice Society- driving patients to hospitals for treatments
* Level One National Powerboat and Sailing Certificate
* Music and reading
* Sports: captain of school tennis team, hockey, golf, swimming and sailing
* Volunteered in local charity shop part-time

**Referees:**

Professor Michael Doherty John Fitzgibbons

Head of Department of Law Manager in Elverys Intersport Dundalk

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