Katie Oakes

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

Koakes1919@gmail.com

Phone: 087-9766208

**Education:**

**October 2015-March 2016: Law Society of Ireland**

Successfully completed, at first attempt, eight FE-I’s: Company Law, Equity and Trusts, Law of Property, EU Law, Constitutional Law, Contract Law, Law of Tort and Criminal Law.

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

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

In my first year I studied business, economics and law before being offered a place on the LL.B programme.

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

 Leaving Certificate 450 CAO points

**Employment:**

**August 2016-Present Intern, Lavelle Solicitors, Dublin**

* Supporting a team of Solicitors and Legal Executives in the Debt and Asset Recovery Department
* Assisting in preparation of trial proceedings, preparing briefs for counsel, drafting and proofing pleadings
* Demonstrating time management skills by prioritising tasks effectively and efficiently to ensure deadlines are met
* Managing and forwarding on client requests and liaising directly with clients
* Raising invoices, preparing files, making filings to the various courts and making licensing applications

**June 2016-August 2016 Intern, Kenny Boyd & Co Solicitors, Clonskeagh**

* Drafting conveyancing contracts, while ensuring the necessary documents are present accounted for
* Meeting with clients to discuss the progress of their cases
* Organising case files

**July 2015-August 2016 Sports Advisor, Elverys Intersport, Dundalk**

* Managing a retail department, with responsibility for sales activities and reporting to senior management
* Dealing with customers, which required 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, correspondence with clients and associates by phone and email
* Responsible for taking minutes of meetings
* Made lodgements and filings on behalf of the firm to banks and the Dundalk District Court
* Researching legal and business queries; particularly on Employment Law and Property Law.

**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
* Typing documents from dictation

**Practical Skills/Achievements:**

* Member of European Law Students Association; organising and attending events with guest speakers
* Maynooth FLAC Society 2013 – 2015; providing students and residents with legal advice and problem solving
* Participated in Moot Courts
* School Prefect 2010-2011 Dundalk Grammar School, Dundalk, Co. Louth
* Computer literate with ECDL Course and experienced in Microsoft Office suite of programmes including Excel, Word and PowerPoint
* Silver Gaisce medal, the President’s Award
* Driver for the Louth Hospice Society- driving patients to hospitals for treatments
* Captain of school tennis team

**Referees:**

Professor Michael Doherty Jennifer Weafer

Head of Department of Law Legal Executive, Lavelle Solicitors

New House, Maynooth University, Co. Kildare St James House, Adelaide Road, Dublin

Telephone no: 01 7086638 Telephone no: 01 6445800

Email: Michael.b.doherty@nuim.ie Email: jweafer@lavellesolicitors.ie