

KATIE SPILLANE

Annabeg, Dromineer, Nenagh, Co. Tipperary

Currently residing at Legar, Kinnegad, County Meath

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PROFILE

Graduate of BA (Hons) Criminal Justice Studies at WIT. Successfully completed an Advanced Legal Secretarial Diploma at the Pitman Training Institute. FE1 Candidate, successfully completed 4 exams and hope to complete the final four in October 2023. An enthusiastic, hard-working, and self-confident individual with a strong desire to learn, excel and succeed. Eager to pursue a career in the legal profession. Proficient in Microsoft Word, Excel and PowerPoint. Typing speed of 65 WPM. Seeking full-time work.

SKILLS

- *Communication & Public Speaking:* I have strong communication and public speaking skills which I developed in Moot Court and Debating Competitions. I am an exceptional listener and can convey information both verbally and in writing. am self-confident and work well with others.
- *Organization:* I take pride in any tasks assigned to me and ensure they are completed to a high standard. I have a strong ability in managing and prioritizing tasks to ensure projects are completed effectively and within deadlines. I regularly set myself both short and long-term goals which I aim to meet.
- *Analytical & Research:* In past positions I have demonstrated a strong talent for quick thinking and digesting material quickly. I thrive on acquiring knowledge in various areas and am thorough in my research.

EDUCATION

Advanced Legal Secretarial Diploma Pitman Training Institute – Complete

This course is a comprehensive online programme which is designed to equip its students with the specialist knowledge and understanding required to work as a secretary within the legal profession or the legal department of a large firm. The modules I undertook are:

An Introduction to Irish Law	Conveyancing Law in Ireland Family Law in Ireland	Effective Business Communication
Wills and Probate Law in Ireland	Criminal Law in Ireland Civil Litigation in Ireland	Successful Meetings and Minutes
Introduction to Irish Business Structure and Law	Company Law in Ireland Typaz Professional	PowerPoint
Word Expert	Excel Expert Outlook	

BA(Hons) Criminal Justice Studies Waterford Institute of Technology

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September 2017 - May 2020

1st Year: Intro to Sociological Problems, Intro to Psychology, Critical and Creative Thinking, Irish State & EU Structures, Irish Law, Intro to Criminal Law, Intro to Management, Research, Intro to Employment Law, Irish Legal System, Family Law, The Sociology of Contemporary Ireland.

2nd Year: Ethics; Philosophical and Theological, Criminology, Irish Fundamental Rights, Criminology, Irish Fundamental Rights, Incarceration and the Law, Victimology, Social Ethics, Human Rights Law, Legal Research, Policing and the Police, Sociology.

3rd Year: Applied Criminal Law, Ethnicity AND Criminal Justice, Organisational Psychology, Personal and Professional Development, Theory of Criminal Evidence, Applied Criminal Evidence, Applied Forensics, Practical Management, Forensic Science.

Extra-curricular activities: Law Society, Debating Society, WIT Ladies Gaelic Football Team and WIT Camogie Team.

Leaving Certificate St. Mary's Secondary School, Nenagh

2011-2017

Primary School Carrig National Primary School

2003-2011

WORK EXPERIENCE

Float Paralegal at ByrneWallace LLP

August 2023 – Present 88 Harcourt Street, Dublin.

- Provide support to various fee earners on a daily basis, all depending on which department I am in.
- Attend court to file briefs ahead of inquiry's and court dates.
- Physical and electronic file management including filing, scanning, photocopying and archiving.
- Any other ad-hoc case tasks as required.
- Providing clients with consistent update on their case and liaising with them in regards to bank updates and scheduling and registering title deeds.
- Documentation management, ensuring that all documentation is completed to meet deadlines and in accordance with internal standards and protocols

Paralegal at Fieldfisher Solicitors – Public and Regulatory Department

January 2023 – June 2023 The Capel Building, Mary's Abbey, Dublin

- Provided support to six fee earners on a daily basis.
- Attended court to file briefs ahead of inquiry's and court dates.
- Physical and electronic file management including filing, scanning, photocopying and archiving.
- Any other ad-hoc case tasks as required.
- Assisting a number of Fee Earners in the day to day running of their caseload
- Leased with counsel in regards to briefs and correspondence.
- Combined Core Books, Inter Partes Correspondence and Expert Correspondence Folders for Court.
- Attended Witness Interviews and draft Witness Statements.
- Documentation management, ensuring that all documentation is completed to meet deadlines and in accordance with internal standards and protocols
- Draft Initial Witness letters and Briefing letters to counsel.
- Ensuring Fee Earners are up to date on meeting and or appointments they have scheduled in their diary.

Paralegal at McKenna & Co Solicitors

May 2022 – December 31st 2022 115 Baggot Street Lower.

- Providing clients with consistent update on their case and liaising with them in regards to bank updates.
- Attending court to get documents stamped
- Helping solicitors to prepare for their court cases.
- Following up with Vendors Solicitors in relation to Contracts and Copy Titles.
- Completing bank documents on behalf of clients and following up with funds department.
- Registering and Scheduling Title Deeds.

Legal Secretary McKenna & Co Solicitors

March 2021 – May 2022 115 Baggot Street Lower.

- Interacting with Clients arranging appointments & keeping them up to date with regards to their case.
- Preparing correspondence and amending documents including legal briefs, court documents and spreadsheets.
- Carrying out conflict checks and sourcing AML documentation.
- Maintaining and organizing all client files, including electronic – filing databases.
- Managing and maintaining fee earners diaries and email accounts.
- Ensuring fee earners are fully briefed on, or prepared for, any engagements she is having.

Waitress & Bar Tender Larkins Bar and Restaurant

April 2017 – February 2021 9 Pearse St, Nenagh South, Nenagh, Co. Tipperary.

- Interacting with customers, taking orders and serving food and drinks;
- Monitoring customer bookings and seating plans;
- Ensuring tables and bar area are clean and neat;
- Coordinating food service during busy periods; and
- Responsible for providing a high calibre wait service and ensuring customer satisfaction.

Office Assistant Maggie Spillane's Ale House and Rooftop

May 2019- July 2019 571 Gramatan Ave, Mt Vernon, New York

- Processing invoices and arranging for payment of supplier invoices;
- Responding to customer reservation requests;
- Answering and directing phone calls to relevant staff;
- Ordering food for restaurant and beverages for bar as requested; and
- Sorting posts and deliveries and directing these as appropriate.

Summer Work Experience Ray Walsh's Pharmacy

July 2017 – September 2018 9 Pearse St, Nenagh South, Nenagh, Co. Tipperary.

- Performing administrative duties including answering phones, receiving and inputting prescription orders;
- Operating cash registry and processing customer sales; and
- Assisting pharmacists with drug preparation and stock inventory.

Party Planner Maggie Spillane's Ale House and Rooftop

June 2015 – August 2015 571 Gramatan Ave, Mt Vernon, New York June 2016 – August 2016

- Responsible for organizing and executing parties such as birthdays, weddings, anniversaries and graduations.
- Meeting with customers to discuss all event details such as floor layouts, décor, theme, food and budget.
- Liaising with restaurant team to plan menus;
- Sourcing suitable musicians when required;
- Monitoring guest confirmation and dealing with queries; and
- Developing timeframes, checklists and delegating tasks as appropriate

INTERESTS AND ACHIEVEMENTS

- **Irish Dancing** – I am an Irish Dancer with the Flynn O’Kane School for the last 15 years. I have numerous All-Ireland Championship and Munster Championship medals.
- **Law Society & Debating Team** - Throughout my time in third level I was an active member of the Law Society and Debating Society. I regularly took part in Moot Court Competitions and various debating competitions
- **GAA** - I have played camogie for Tipperary and play Senior Camogie with my local club. Throughout my time at WIT I also played for their Senior Teams in both Camogie and Gaelic Football

REFERENCES

References are available upon request.