

**Katie Sweeney**

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0879153614katies902@gmail.com

Legal professional with 4 years experience in supporting roles in various practice areas including Conveyancing, Probate, Litigation and Employment law. My career objective is to continue to build on and gain further practical knowledge and experience in the legal sector. I wish to secure a Traineeship with a view to attending Blackhall in 2024. l I am interested in developing my practical legal skills and furthering my understanding of the law in a working environment.

**Education**

**FE-1 Entrance Exams 2022-2023**

Law Society of Ireland

Property, Equity and Trusts, Constitutional, and Contract - Passed October 2022

Company, EU, Criminal and Tort - Passed March 2023

**Masters of Common Law (2:1 Honours) 2017-2019**

University College Dublin

**BA in Single Honours History (2:1 Honours) 2014-2017** University College Dublin

**Leaving Certificate 2009-2014** Balla Secondary School, Co. Mayo

Academia provided me with several transferable skills including computer literacy, research skills, presentation skills and the ability to be an effective team player.

**Employment History**

 **Philip Lee LLP September 2023 - present**

 **Intern**

* Support to the Employment and Immigration team.
* Conducting legal research and summarising the information in a concise manner.
* Preparation of Briefs for Counsel, Affidavits and various court papers.
* Drafting Articles on important legal developments for publishing on LinkedIn.
* Drafting of Contracts, Handbooks, Due Diligence Reports and various employment policies.
* Preparation of various immigration and employment permit applications.
* Keep up to date with any developments in the law and report this back to the Team.

**Ryans Solicitors June 2023 - September 2023**

**Paralegal**

* Assisting two Parters in managing a high volume of Defence Litigation, Probate, Conveyancing and Enduring Powers of Attorney files - including for a number of Approved Housing Body clients.
* Liaising with banks in respect of redemption figures, Title Deeds and drawdowns.
* Drafting of Declarations, Affidavits, EPOAs, Contracts, Requisitions, Probate applications and various papers for lodgement in court.
* Dealing with Land Registry and Probate Office queries.
* General administrative work and maintaining an efficient diary.
* Attending with clients in relation to their cases and preparing any legal documentation which needs to be signed.

**Peter Gartlan Solicitor May 2022 - March 2023**

**Trainee Solicitor**

* Attending with Counsel and attending court where necessary for Hearings, Motions etc.
* Management of all Probate, Plaintiff Litigation and Enduring Power of Attorney files in the office.
* Keeping an efficient diary to ensure all matters are dealt with in a timely manner.
* Drafting of Wills, Contracts and Deeds.
* Preparation of Briefs and Papers for Counsel and Court.
* Dealing with Land Registry and Probate Office queries.
* General administrative work such as filing, binding documents, photocopying and scanning.
* Liaising with clients such as by arranging meetings and informing them of case progression.

**Keans Solicitors March 2021 – May 2022**

**Legal Secretary**

* Secretarial support in Conveyancing, Probate, Plaintiff Litigation and Employment law.
* Producing legal documentation such as Deeds, Declarations and Contracts.
* Managing and running a number of Wills and Probate files.
* Liaising with banks in relation to Title Deeds, redemption figures and charges.
* Ensuring internal and external parties are kept up to date with file progression.
* Dictaphone typing of approx. 80 WPM.
* Answering telephone calls, taking messages and managing diaries for Solicitors.
* General administrative work such as filing, binding, photocopying and scanning.

**Daniel Spring & Co Solicitors July 2019 – July 2020**

**Legal Secretary**

* Secretarial support in the areas of Conveyancing, Employment, Medical Negligence and Litigation.
* Producing legal documentation such as court papers, briefs contracts and agreements.
* Dictaphone typing.
* Making appointments, answering telephone calls and taking messages for Solicitors.
* Administrative work such as filing, binding documents, photocopying, and scanning.
* Managing client accounts and invoices.
* Experience using a case management system.

**Achievements**

I have been playing piano since I was 5 years of age and have passed all my exams with honours. I have also taught myself to play the ukulele and I am currently learning the guitar. I played piano for the then President of Ireland Mary McAleese at a local event many years ago, it was an honour to be chosen. Academically, I worked tirelessly in my studies, which resulted in my selection to study the Masters in Common Law course in UCD.

**Hobbies and Interests**

I love to travel and am lucky to have visited some fascinating places, such as the Pyramids in Egypt and the Sahara Desert. Music is my passion; both playing and listening to it. I go to concerts with my friends when the opportunities arise. I am an avid reader and love a good novel. My interests include culture, history and politics, which ties in with my love of travel. I have a particular interest in 20th century Irish cultural history and I completed my undergraduate dissertation on Francis Stuart’s nationalism and legacy. For my Masters, I completed an optional dissertation which analysed the Irish juvenile detention system today and effective means to fully implement best practice.

**References Available Upon Request.**

**Thank you for taking the time to read my Curriculum Vitae.**

***Katie Sweeney***