

Katie Timmins

Dúnmara,
Hampton Cove,
Balbriggan,
Co Dublin
katietimmins123@gmail.com
0831952917

Business and Law graduate from UCD with GPA of 3.62. Winner of Asylum Award 2015. Intern legal experience in FLAC, Irish Refugee Council and Kingsford Legal Centre, Sydney.

Education

2011 - 2015: Bachelor of Business and Law, UCD.
Grade Point Average of 3.62
Full breakdown of results available on request

2003 – 2009: Loreto Secondary School, Balbriggan
Leaving Certificate: 500 points

Autumn 2015: FE-1 Examinations – sat and passed four:

Subject	%
Property Law	60
Constitutional Law	50
Equity	57
Tort	53

I will be sitting the final four in March 2016.

Legal Experience

**May 2015 –
Ongoing:**

The Free Legal Advice Centres (FLAC) – (I took a break from this position between September 2015 and November 2015 to complete FE1 exams and to complete an internship with the Irish Refugee Council.)

Responsibilities:

- Answering legal queries and giving out legal information to the public, on the telephone information line.
- Organising guest speakers for the telephone information line team.
- Coordinating telephone line team rosters.
- Working closely with Noeline Blackwell, Director of FLAC as an assistant legal intern for civil legal aid. In this role I communicate with clients and assist with legal aid applications and appeals.

**October 2015 –
November 2015:**

Irish Refugee Council

Responsibilities:

- Assisting the volunteers with case files including preparing and maintaining files.
- Conducting research including research on Country of Origin Information, domestic and international policy and procedural research (with particular reference on family reunification), and compiling graphs and tables with this information.
- Assisting with client interviews. This involved note taking and drafting reports on interviews.
- Preparing and accompanying clients to official Office of the Refugee Applications Commissioner (ORAC) interviews.
- Drafting official submissions on behalf of clients to ORAC post interview.

**March 2014 –
July 2014:**

Kingsford Legal Centre, Sydney, a community law centre that specialises in Employment and Discrimination law and provides free legal advice to members of the local community. I worked at KLC as part of my exchange programme in University of New South Wales. KLC offer a clinical legal education program to students of UNSW in which I participated. This involved working at the centre one day per week during the semester. I was invited to continue to work at the centre on a voluntary basis 4 days per week for 7 weeks after the term ended.

Responsibilities:

- Conducting interviews to establish client instructions.
- Drafting documents, such as follow up advice letters to clients; client progress reports; Freedom of Information requests.
- Attending an employment conciliation at the Fair Work Commission.
- Conducting legal research under the supervision of solicitors.
- Managing client files.
- Organising and presenting in Community Legal Education programmes.

Work Experience

**June 2013-
August 2013:**

Cornmarket Group Financial Services Ltd.

Worked as a Retirement and Investments Administrator and Customer Contact Agent.

I held numerous part time jobs in restaurants and bars during my college years.

Voluntary Work

- On-going:** **Barretstown, A Serious Fun Camp**
Charitable organisation for families affected by childhood cancer and other serious illness. I have attended several family weekend camps and acted as a volunteer “chara” to the children and their families.
- 2004 – 2010:** **O’Dwyers GAA Club, Balbriggan**
Coached hurling and Gaelic football to 4 -14 year olds weekly.

Personal Interests

- **Travel** – Lived and worked in America and New Zealand. Completed study abroad program in Sydney, Australia.
- **Sport** – Keen interest in sport having participated in Killarney Adventure Race, Hell and Back, numerous triathlons and running races. I played camogie with Dublin Minor team and with Skerries Harps. I also enjoy tennis and skiing.
- **Music** – Enjoy playing the piano, guitar and Irish traditional flute. Also played saxophone with the Dublin All Stars band and Balbriggan Brass Band.

References

Catherine Hickey
FLAC, 13/14 Lower Dorset Street Dublin 1
01 874 5690
recruitment@flac.ie

Dr Liam Thornton
Sutherland School of Law, UCD
01 716 4129
liam.thornton@ucd.ie