

Katie Tyrrell

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21/10/1995

Education

Master of Laws LLM (International and European Business Law) 2020-2021

Trinity College Dublin

Corporate Governance, Mergers & Acquisitions, Financial Services Law, International Trade Law, Business & Human Rights, Fintech Regulation & Policy.

FE1 Exams 2019-2020

Law Society of Ireland

Passed: Property Law, Equity & Trusts Law, Criminal Law, European Union Law, Company Law, Contract Law, Tort Law.

Bachelor of Laws LLB (2:1 Honours) 2014-2018

University of Limerick

Final Year Project 2018

“Adults Grooming Children for Crime”

I was part of the REPPP (Research Evidence into Policy Programme) project to significantly improve the evidence base concerning youth crime policymaking in Ireland. I presented my policy instrument, ‘Prosecution Advice in England and Wales’, at a meeting hosted by Secretary-General Dr Fergal Lynch and Michelle Shannon, Director of Irish Youth Justice Services in the Ministerial boardroom of the Department of Children and Youth Affairs (DCYA) in Dublin on the 21st of March 2018.

Leaving Certificate (485 points) 2008-2014

St. Angela’s Secondary School, Waterford

Legal Experience

Legal Assistant – Health and Prosecutions

Mason Hayes and Curran

May 2019 – January 2020

- My duties involved preparing correspondence, briefing documents, arranging applications for court, liaising with the registrar and judicial assistant, attending counsel, drafting letters and court attendances.
- I was responsible for the court's list every week.
- I liaised directly with the client addressing any queries and acted as point of contact.
- I assisted fee earners with drafting pleadings.
- I dialled into the teleconference with the client every Monday morning and reported back to the team.

Paralegal - Legal Technology and Innovation Services

Arthur Cox

December 2018 - April 2019

- I was assigned to a review team to assist a Partner in the Commercial Litigation department.
- My role involved document review using ediscovery software in response to investigations of financial institutions regarding the tracker mortgage issue.

- My contribution to the team had a significant impact in helping to reduce the number of documents required for review by the solicitors and allowed the legal team to prioritise the documents it did review.

Legal Researcher - Prosecution Policy and Research Unit (Internship)

Office of the Director of Public Prosecutions (DPP) October - November 2018

- I was responsible for the conducting of legal research and production of legal advice for the department.
- I undertook research for the head of the Victims Unit on a new piece of legislation, s.21 of the Victims of Crime Act 2017.
- I accompanied the Prosecutor to the Court of Criminal Justice and attended the District and Circuit Court.

Company Secretarial Assistant (University Placement)

May 2016 - January 2017

Dillon Eustace

- I worked with an experienced Company Secretarial Assistant and also had to work independently on my portfolio of client files.
- I was responsible for the statutory work in the department which involved drafting statutory forms for filing with the Companies Registration Office.
- I ensured companies satisfied certain statutory filing obligations.
- I administered board changes and resolutions and company re-registrations.
- I arranged and attended board meetings and drafted the meeting minutes. One significant role I undertook was the organisation and attendance of board meetings regarding companies undergoing the conversion process pursuant to the Companies Act 2014.
- I maintained statutory books through the use of the GEMS system and the management of files.
- I dealt with company incorporations and deshelvings.
- I organised and prepared company files going into liquidation.
- I liaised with internal partners, company directors and shareholders.
- I gained administration skills such as making and answering calls, filing, letter writing, drafting stock transfer forms and declarations of trust, binding, ordering company seals and registers.
- I arranged for documents to be notarised and apostilled.

Other Work Experience

Multi-Task Attendant

January 2016-October 2018

HSE, St Fintan's Hospital, Portlaoise

- I undertook a variety of duties in various wards and community settings.
- I had to maintain confidentiality and be organised at all times concerning; infection, prevention and control standards, manual handling, and health & safety matters.

Restaurant Host / Kitchen (USA J1 Programme)

May-August 2017

Bubba Gump Shrimp Company, Santa Monica, California

- My role involved; seating guests, bussing tables, setting tables, serving food, answering the phone, and communicating with staff.
- I gained good communication, organisational and interpersonal skills when interacting with customers and communicating with all members of the team.

Volunteer Work

January 2013

I volunteered at Sacred Heart Lady Lane, Waterford, which is a day centre for young children with special needs. I undertook a Lámh sign language course to communicate with the children and received a certificate on completion.

Achievements

- **Internship:** I was nominated by the Law Faculty in the University of Limerick for an internship in the Office of the Director of Public Prosecutions and was successful at securing a place in their Prosecution Policy and Research Unit in Dublin for October and November 2018.
- **Competition:** I participated in the Kate Fleming Mediation Competition in Medical Law in April 2018. This allowed me to put into practice some of what I had learnt and develop skills in two of my modules undertaken in 2017, Medical Law and Alternative Dispute Resolution.
- **Hockey:** I was captain of the University of Limerick Ladies Hockey Team in 2017. I was the player of the year for the Waterford Girl's Hockey Team in 2010 and was awarded Waterford Crystal.
- **University of Limerick Law Society:** I was elected as the Law Ball Convenor for the University of Limerick Law Society in 2015. This role involved organising the most important event in the law society calendar, which was a great success. I gained many skills such as strong leadership, a sales and marketing focus, good organisational ability, project management and a commitment to working as a team.

Skills

- **E-Discovery:** I am skilled in Ringtail, Relativity and Clearwell.
- **Courses:** I am trained in Fire & Safety, Manual Handling and Infection, Prevention and Control.
- **IT Skills:** I am proficient in information technology and have completed the European Computer Driving License (ECDL). I can use various IT systems such as PDF docs, Microsoft Excel, Keyhouse, imanage, Axle, Global Entity Management System (GEMS), Vision-Net, Companies Online Registration System (CORE). I am very confident in navigating legal websites such as the Courts Service, Houses of the Oireactais, the Companies Registration Office. I have a good understanding of legal databases such as Westlaw, Justis, Lexis, Heinonline.
- **Language Skills:** I am proficient in French having obtained an A in both my Junior and Leaving Certificate. I participated on a French exchange in Bayonne in October 2011 and hosted a French student in Ireland in January 2012.
- **Other:** Full driving licence.

Interests

Music

Waterford Academy of Music and Arts 2005-2013

- I played the piano and guitar from the age of ten.

Sport

University of Limerick Ladies Hockey Team 2014-2018

- I was selected to play with the University in the Hockey Intervarsities in Queens University Belfast in October 2014, in the 2015 Intervarsities in University College Cork and the 2017 Intervarsities in the Three Rocks Rovers in Dublin.
- I played with the University team in the Mixed Intervarsities which took place in Athlone Institute of Technology in February 2016 and in Kilkenny College in February 2017.

Waterford Hockey Club 2007-2014

- From 2012-2014 I played on the Woman's Division 1 Hockey Team.