**Katya Atkinson-Fadel**

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**Education**

*September 2015 – June 2016* **Master of Laws Student at University of Helsinki, Finland**

*September 2013 – present*: **LL.B. Student at Trinity College, University of Dublin, Ireland**

* Senior Freshman Result: 2.1
* Modules: Constitutional Law I, Constitutional Law II, Irish Legal System, Legal Skills, Legislation & Regulation, Law of Tort, Criminal Law, Contract Law, Administrative Law, Equity, Land Law, Private Law Remedies, Mooting, EU Law

*September 2008 - June 2013* **Gaelcholáiste, Cheatharlach, Carlow Town**

* Leaving Certificate Examinations 2013: 560 points
* Subjects: English, Irish, French, Russian, Maths, Accounting, Economics

**Employment History**

***Legal Experience***

*August 2014* **Clarke Jeffers & Co. Solicitors (Commercial Firm) - *Legal Intern***

 Tasks included -

* Drafting of affidavits, swearing of motions and stamping of documents.
* Preparing and compiling briefs for the counsel and the court.
* Proof reading agreements and legal documents prior to submission.
* Drafting letters and billing schedules for clients.
* Participating in property transactions cases and commercial transactions.

*July 2014* **Carlow County Council Offices *- Legal Assistant***

 Tasks included –

* Working in a variety of sectors in the council including planning, motor tax, housing, services, recreation and services.
* Attending Chamber meetings and recording meeting minutes.
* Participating in Special Projects administration and allocation of grants.
* Proof reading housing litigation cases, CPO’s and planning permissions.

***Customer Service Experience***

*April 2013 – present* **Oriflame Cosmetics** - ***Group Manager***

Tasks included –

* Recruiting potential representatives and consultants.
* Participating in group seminars and training programmes.
* Achieve sales targets and recruiting targets.

*Christmas Season 2014/2015* **Brown Thomas Department Store, Grafton Street - *Sales Associate***

Tasks included –

* Working as part of a large team and with other departments to ensure the consumer is satisfied.
* Maintaining a 7 star services at all times.
* Providing excellent product knowledge in order to achieve daily, weekly and monthly targets.
* Controlling and balancing the cash register and processing returns and exchanges.

*Summer 2014* **Mex.i.can Restaurant, Carlow** - ***Front House Assistant***

 Tasks included –

* Co-operating with other colleagues in order to maintain a smooth running of services.
* Delivering exceptional customer services at all times.
* Maintaining the restaurant tidy and presentable at all times.
* Handling the cash at the start and end of the shift.

*Summer 2013* **Sue Ryder Foundation – *Volunteer***

 Tasks included –

* Managing day to day running of charity shop.
* Held responsibility for the marketing and promotion of the shop locally.
* Liaising with various other organizations.
* Organizing and participating in the Annual Fashion Show.

*June 2009 - April 2013*  **Avon Limited - *Sales Representative***

 Tasks included –

* Communicating effectively with fellow drivers and distributors.
* Keeping records of all sales and returns and cash intake.
* Striving towards maximising customer acquisition, retention opportunities and recruitment.
* Participating in team incentives and achieving individual targets.

**Activities and Achievements**

* Represented Carlow at the Rose of Tralee International Festival 2015
* FLAC Committee Member 2014/2015
* Intermediate Violin player, co-leader of Carlow Youth Orchestra and member of Trinity College Orchestra 2014/2015
* Novice rower with Dublin University Ladies Boat Club 2014/2015
* Participated in Born Again Maidens Debate Competition organized by the Law Society 2015
* S2S Peer Mentor providing help to incoming first years to settle into university life 2014/2015
* VDP Tutor for English and Irish to underprivileged students 2014/2015
* Utilities Analyst for Jacobs Engineering Trinity Student Managed Fund 2014/2015
* Short listed for Young Apprentice 2012 for pitching a business innovation idea 2013
* Awarded Fáinne Óir for completing my second level education through the Irish language 2013

**Referees**

* Dr. Desmond Ryan LLB*, Lecturer in Law, Trinity College Dublin* (0) 18968572 desmond.ryan@tcd.ie
* Mr. Seamus O’Connor, *Director of Services, Carlow County Council (*0)59 9137377