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| Nadine Kittle  Law Training Contract | Belfast, Northern Ireland ▪ 07760 312417  [nkittle01@qub.ac.uk](mailto:nkittle01@qub.ac.uk) ▪ |

Qualifications Summary

Passionate and results-driven professional with exceptional abilities to support legal professionals preparing for legal and court proceedings. Keen to learn as a trainee solicitor at Bryce Wallace. In legal matters supporting fee-earning solicitors. Possesses an understanding of court procedures, legal terminology, and legal document analysis. Capable of determining and promptly resolving legal issues through viable legal solutions and use of research skills, with advanced knowledge of AI. Skilled in formulating and maintaining legal documents before court proceedings. Legal trainee with remarkable team and communication skills to interact effectively with solicitors, barristers, clients, team members and individuals involved in legal matters.

# Areas of Expertise

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| * Project Management * Business Development * Document Creation & Management * MS Word * Conflict resolution * AI in Law * Use of remote communication Zoom Teams * Teamwork * Emotional intelligence * Advanced Writing Skills | * Legal Research & Writing * Pre-trial Investigations * Complex Problem Solving * Negotiation * Law and Technology * International Trade Law * Mooting * Critical Thinking * Organizational Skill * Responsibilities * Administrative | * Courtroom Skills & Procedures * Regulatory Compliance * Relationship Management * Automated Intelligence * Business and Human Rights * Speed reading * Flexible * Creativity * Data Analysis * Project management |

# Career Experience

**Volunteer at Victims Support NI – Legal Department** – gaining extensive experience assisting three solicitors in preparation for victims of sexual assault under the Gillen review. Is the first point of contact for victims reporting a crime. Makes decisions about the victim meeting the criteria of the Gillen review. Advises the solicitors about new clients, keeps all three solicitors' diaries up to date and arranges a meeting. Act as an appropriate person during interviews of victims with solicitors. Attends court and liaises other support for victims.

Queens’s University Belfast 2022 – Present

Student: Postgraduate School of Law – Master of Law LLM

Gain an extensive understanding of a wide range of legal subjects, comprising global skills, Advanced AI in law and technology, business and human rights, environmental, social governance, constitutional law, corporate law, commercial law, advanced medical law, criminal law, international law, and legal research methods. Acquire knowledge of advanced legal studies covering human rights, financial regulations, domestic laws, and other legal practices.

* Scholarship – Fordham University New York 2023 **–** International Trade Law/ Human Rights Law / Post Conflict Resolution.
* Top Dissertation 2022 – Milieudefensie et al. v Royal Dutch Shell 2019 - This case was built on the landmark Urgenda decision, which found the Dutch governments inadequate action on climate change and is relevant to CSR/ESG for fuel companies.
* Uversity Ireland Scholarship 2019 -2022 **–** recipient of 20,000 euro for a law degree.

(Please note that ‘Uversity’ is the correct spelling).

* **Self-Employed, Northern Ireland 2020** **– Present** - Court Service/Process Summons Server.

Deliver documents related to judicial proceedings to respondents. Submit all documents in court along with legal documents. Incorporate all data in NICTS Integrated Court Operations System (ICOS). Maintain accurate records utilising the Summons Management Register while ensuring compliance with regulatory standards. Played an integral role in managing and endorsing summons by comparing with statements.

* G4S Electronic Monitoring Service, Belfast 2015 – 2018 Monitoring Officer
* Provided electronic monitoring services to the Department of Justice through a contract with G4S, covering individuals on bail and licence in Northern Ireland. Assisted in the installation and configuration of digital tracking systems. Managed urgent service calls and consulted with the monitoring centre during security incidents.
* Reduced potential hazards and guaranteed contractual conformity by adhering to set protocols.

Criminal Investigation Branch | PSNI, Various locations throughout Northern Ireland- 2003 – 2014

* Constable / Detective Constable/Sergeant
* Served as an integral part of a cross-functional investigative squad as a key component of the criminal investigations department and consistently achieved convictions in court proceedings. Investigated offences such as drug use, supply and trafficking, violent crime, firearms offences, financial crime, serious assaults, attempted murder, murder, manslaughter, and robbery. Collaborated with PPS to assemble and submit documentation and gained a thorough understanding of CJS. Guided and evaluated the abilities of probationary constables, achieving desired outcomes.
* Interacted with solicitors and ensured compliance with detainee's right to obtain legal counsel under PACE.
* Set time for arrests and interviews under the Police and Criminal Evidence Act.
* Testified in Crown and Magistrates courts, including providing evidence under cross-examination.
* Identified offenders and vigorously protected individuals at risk by thwarting, disrupting, and dismantling criminal organisations.
* Completed files diligently with attention to minute detail.
* Liaised and worked alongside other public organisations.
* Maintained files meticulously.
* Built business relationships with other agencies and members of the public.
* Addressed the public via radio and television media.
* Worked as a member of a major investigation team both as a Constable and Senior Investigating Officer.

# Education

**Access to University – South Eastern Regional College**

2017 - 2019

Bachelor of Law | LLB School of Law

Queens’s University Belfast 2022

**Master of Law** | LLM (pending graduation December 2023).

Queen’s University Belfast 2023

# Certifications

Microsoft Office Diploma | Computer Skills | SIA Licence |CCTV Licence | Enhanced Security | Microsoft Word |Excel | PowerPoint | Commercial Awareness Certificate

**Awards**

* Awarded Uversity Ireland Scholarship Ireland - £20,000 to Study Law at Queen’s University Belfast
* Commendations from Chief Constable for Excellence in Policing.
* Queen’s PSNI Jubilee Medal for Police Service of Northern Ireland
* International Women in Policing Award. 2013
* Fordham University, New York Scholarship - International Trademark Law / Post-Conflict Law

▪ Queen’s University Belfast 2022. Best student for supporting the cohort year of 2019-2022.

**Achievements**

My most outstanding achievement is getting my father re-diagnosed and released from 17 years in Downpatrick Hospital with a wrong diagnosis. My father was diagnosed with Dementia with Lewy Bodies and sectioned under the Mental Health Act. I challenged the doctors and medical professionals on their diagnoses during the regular multi-disciplinary meetings.

My goal was to get him properly diagnosed. I read medical journals and books and challenged the professionals as to why he was not meeting the progress they anticipated. Over many years, I found a neurologist who agreed that my father was incorrectly diagnosed. I researched and found the top neurologists in England and applied for funding from the Trust to take him to London to be diagnosed independently. I applied for an air ambulance because he could not travel on commercial flights. After four weeks in King's hospital, I eventually got the answer that he did not have dementia.

It all took researching hospital policies and funding to find what money was available, how I applied, and who could authorise the payments. Following four weeks, the top four neurologists in the UK stated he did not have dementia and should be released.

However, this was physically impossible as he had lost his ability to function due to the institution. I considered suing the Trust, but I did not have the funds. In the end, I negotiated a lifetime care package for my father. He now lives 1/4 mile from me and has a staff of 12 carers looking after him: two staff, 24 hours per day. My decision was he didn’t need money, and he needed care. It was the right decision, costing the Trust £37,000 per year for life. To me, this is a better result.

**Extra – Curricular Activities**

I have two dogs, one Cane Corso and another Irish Bull Terrier. I enjoy putting on walking boots and heading for the Mourne mountains when I have free time. I worked in Newcastle during my career in the PSNI and have a reasonable knowledge of nice areas to walk and let the dogs off the leash. I love travelling to Newcastle in the late evenings or early mornings and seeing the wild deer around Bryansford. This year's challenge is learning sign language, and I have enrolled in a QUB course. I feel it would be friendly to converse with a client, no matter how little and make a client feel valued. Last year, I took swimming lessons, and although I am not great, I can stay afloat if I fall off my paddle board, which was the previous year's challenge. I probably should have taken swimming lessons before learning SUP. Although a strict pescatarian, I love socialising and eating in nice restaurants, especially when travelling.