

REBECCA KILPATRICK
Firhouse D24 | 083 366 4767
Rebeccakilpatrick1111@gmail.com

EDUCATION

2017 – 2020

DCU, Bachelor of Arts Joint Honors in Law and Media Studies (2:1 Degree: See Appendix A)

2015 – 2017

ASHFIELD COLLEGE, Leaving Certificate (387 points: See Appendix B)

2011 – 2015

FIRHOUSE COMMUNITY COLLEGE, Secondary Level Education

EXPERIENCE

MARCH 2024 – PRESENT: MASON, HAYES & CURRAN, LEGAL PROJECTS ADMINISTRATOR

Helping clients, such as the major financial institutions, manage transactions and respond to the ever changing regulatory and political environment. Conducting Quality Control checks on collection/deliveries and ATR/FTR Requests; conducting eDiscoveries; Review, scheduling, reconstitution and recall of documents; Using various AI Software and technology to achieve our clients goals in the most effective way possible.

JULY 2022 – MAY 2023: TALLAGHT LAW CENTRE, CLERICAL OFFICER

As well as fulfilling the ordinary administrative and communicative roles of Clerical Officer, I was included in client consultations and entrusted by my colleague Solicitors to attend Court dates on their behalf. This entailed preparing necessary court documents and booklets, briefing Barristers, liaising with the client and other side, attending Court dates, recording Court Attendances, and following up on these cases with my colleagues in a fast-paced environment. During my time here I received several training classes and took part in piloting the new Co-Location Office Project, the first of its kind in the Legal Aid Board.

JULY 2021 – AUGUST 2022: THE DEAN HOTEL, LOBBY & EVENTS STAFF

Working as part of the front of house team at a high-end boutique hotel I was responsible for the provision of a highly professional service including wedding ceremonies, dinners, meetings and conferences. This role has afforded me the opportunity to develop a high standard of professional communication with clients, strong collaboration skills with my colleagues, as well as strong organization skills. It is a role that demands great attention to detail, and fundamentally relies upon organization, preparation, and time management skills.

NOVEMBER 2018 – MARCH 2020 (COVID PANDEMIC RESTRICTIONS): ZAMBRERO, SUPERVISOR

As a supervisor I was trusted with the responsibility of transferring money from tills to safe and closing of the shop. Drove operational efficiency by suggesting new layouts for equipment in order to maximize space and time efficiency in service.

SEPTEMBER 2017 – JUNE 2018: THE OLD MILL BAR AND RESTURANT, LOUNGE STAFF

As well as the numerous tasks assigned to the role of lounge staff, I was tasked with the responsibility of organising staff rosters and the training of new staff, both which enabled me to develop leadership skills, responsibility, and confidence.

APRIL 2015: THE GAEITY SCHOOL OF ACTING, ADMINISTRATION

Provided administrative support for the organisation of a graduation ceremony.

MARCH 2015: TV3, WORK SHADOW

Experiencing and observing a number of roles in the different sectors of the TV3 Headquarters, getting a good understanding of how the different departments communicate and interact with one another to provide a well-functioning television network.

NOVEMBER 2014: ST. VINCENT DE PAUL, VOLUNTEER

Volunteering as a Retail Assistant at my local Charity shop was a rewarding experience which allowed me to further develop my personal and communicative skills.

ACHEIVEMENTS

- Hard Work and Diligence Award (Secondary Level Education)
- Student of the Year Award (Secondary Level Education)
- Excellent Performance in Art, Geography and English (Secondary Level Education)
- Bronze Gaisce Award from the President (Transition Year)
- Selected out of Year to attend Roddy Doyle Workshop by Essay Competition
- Sleep-out for Homeless 2018
- Trick or Treat for Temple Street Charity Event
- VHI Woman's Mini Marathon
- Assisted Decision Making Capacity Act Internal Training (LAB)
- Interview Skills & Preparation Training
- Financial Assessment Training (LAB)
- JAM Card Training (LAB)
- Team Building & Co-Location Training (LAB)
- 80K Challenge in March for Women's Aid (MHC DEI Committee)
- Celebrating Women in eDiscovery Event (MHC)

REFERENCES

ANTHONY DOHERTY, GENERAL COUNSEL OF THE KINGSPAN LIGHT/AIR/WATER DIVISION, LAW MENTOR

Anthony.doherty@kingspan.com

087 469 1818

LYNN HEAVEY, LEGAL CLERK, TALLAGHT LAW CENTRE, MANAGER OF LOBBY & EVENTS AT THE DEAN HOTEL

LxHeavey@legalaidboard.ie

085 127 1392

APPEDNDIX
FULL BREAKDOWN OF ACADEMIC RESULTS

APPENDIX A
THIRD LEVEL YEARLY GPA SCORE

<u>MODULE</u>	<u>YEAR</u>	<u>SCORE</u>
History & Structure of the Media	1	59
Intro to Communication Skills	1	60
The Irish Legal System	1	47
Legal Research & Methods	1	55
Law of Torts	1	60
Analysing Media Content	1	58
Cultural Studies	1	60
Constitutional Law	1	49
Advanced Torts	1	44

Year 1 GPA: 2.2

<u>MODULE</u>	<u>YEAR</u>	<u>SCORE</u>
Media Audiences	2	52
Social Media in Everyday Life	2	50
The Law of Contract	2	44
European Union Law	2	57
Criminal Law 1	2	40
Media & Power	2	61
Film, History & Theory	2	66
Advanced Contract Law	2	46
Advanced European Union Law	2	65
Criminal Law 2	2	64

Year 2 GPA: 2.2

<u>MODULE</u>	<u>YEAR</u>	<u>SCORE</u>
Media Law	3	55
Communication, Culture, and the Environment	3	70
Press & Public Relations	3	40
Property Law 1	3	53
Company Law	3	65
Principles of Equity & Trusts	3	68
Television Drama	3	78
Communication, Media & Cultural Diversity	3	71
Science, Technology & Society	3	72
Property Law 2	3	70
Advanced Company Law	3	67
Family Law	3	62

Final Year GPA: 2.1

APPENDIX B
LEAVING CERTIFICATE RESULTS

<u>SUBJECT</u>	<u>GRADE</u>	<u>POINTS</u>
ART	H3	77
FRENCH	H4	66
ENGLISH	H4	66
GEOGRAPHY	H4	66
BIOLOGY	H5	56
IRISH	H5	56
MATHS	04	28

TOTAL: 387 Points

APPENDIX C
FE-1 EXAMINATION RESULTS

<u>SUBJECT</u>	<u>YAER</u>	<u>GRADE</u>
PROPERTY	2021	55
EQUITY	2022	55
COMPANY	2022	50
EU	2023	60
CRIMINAL	2023	54
TORT	2023	51
CONSTITUTIONAL	2023	55
CONTRACT	2023	53