

## **Laura Walpole**

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### **Education**

**Law Society of Ireland.** 4 Fe-1 examinations completed.

**MA Law (Professional).** Technological University Dublin 2018- 2020. Award: 2.1.

Modules: Property Law, Constitutional Law, Contract Law, Law of Torts, EU Law, Company Law, Law of Equity and Trusts, Criminal Law, Jurisprudence, Employment Law, Family Law, Core Legal Skills.

**BA Applied Languages.** University of Limerick. 2013-2018. Award: 2.1.

Languages; Spanish, Irish, German.

Erasmus: September 2015 – December 2015. One semester in Universidad de Salamanca.

Dissertation: Contestation of traditional gender roles in contemporary Spanish culture.

**Leaving Certificate.** Presentation Secondary School Kilkenny. 2013.

### **Employment**

#### **Legal and Compliance experience:**

**Carne Group, Kilkenny. January 2021 – Present. AML Associate.**

- Responsible for the preparation of quarterly board reports for Irish and Luxembourg domiciled funds. Providing regulatory updates to the board of directors. Adhering to strict deadlines and prioritising workload accordingly.
- Screening clients and delegates for the detection of potential AML deficiencies and sanctions. Reporting any unusual findings.
- Responsible for the maintenance of fund AML policies, risk appetite statements and risk assessments and making any necessary updates in accordance with the law of Luxembourg.
- Staying abreast of regulatory updates and working in compliance with CSSF requirements.
- Carrying out KYC and AML due diligence on onboarding clients.
- Engaging with delegates and clients to complete timely and accurate reporting.

**Connolly Finan Fleming Solicitors, Dublin. June – July 2019. Legal Intern.**

- Responsible for preparation of briefs for counsel in support of solicitors.
- Worked on various cases including civil litigation, criminal defence cases, injunctions and judicial review.
- Engaged in correspondence with clients via telephone and email in relation to their respective files.
- Prepared various documents for Court and lodged documents in High court offices.

- Engaged in general administration duties such as scanning, photocopying, and filing documents.
- Attended court, took notes and filed court attendances.
- Scheduled meetings and consultations for solicitors and clients.

### **Other Employment:**

**The Merrion Inn, Dublin. October 2019 – March 2020. Waitress.**

**Eden Recruitment, Dublin. October 2018 – October 2019. Waitress.**

**Carroll's Hotel Knocktopher, Kilkenny. June 2014 – March 2019. Waitress**

**Conradh na Gaeilge, Galway. January 2015 – June 2015. Office administrator.**

- Assisted in office administration primarily through the medium of the Irish language. Answered phone calls and emails regarding classes and events.
- Planned and marketed events for Seachtain na Gaeilge 2015.
- Participated in teamwork with colleagues such as school visits and developed workshops for promoting the Irish language.
- Spoke in interviews on various platforms on behalf of Conradh na Gaeilge, including Galway Bay FM and Nuacht TG4.

### **Languages**

**English:** Native. **Irish:** Fluent. **Spanish:** Fluent. **German:** Conversational

### **Interests and achievements**

- **Athletics:** Won numerous all-Ireland cross-country championship medals for Thomastown Athletics club at underage, junior and novice level.
- **Equestrian Sports:** Competed successfully in equestrian sports such as show-jumping and eventing representing Kilkenny Hunt Pony Club.
- **Soccer:** Represented East End ladies' soccer team in various Leinster and National competitions.

### **Skills:**

**I.T.** Experienced in Excel, Microsoft Word & PowerPoint. Have a good working knowledge of legal database system CORTbase, ability to quickly adapt to new IT systems. Proficiency in typing.

**Communication** Experienced in delivering presentations, strong ability to deal with client urgencies and escalate where appropriate. Experienced in business correspondence and responding to urgent queries in a timely and accurate manner.

**Problem Solving** Strong analytical skills with a capacity for research having completed a Master's degree. Can take initiative to work autonomously to solve and anticipate problems in the workplace.

**Drivers Licence** Full clean drivers' licence.

**Referees** Available upon request.