**Telephone:** 083 8144060

**Email**: [laura.darcy8@mail.dcu.ie](mailto:laura.darcy8@mail.dcu.ie)

**Address:** 3 Buttergate Way, Mornington Park, Donacarney, Co. Meath

**Laura D’Arcy**

**Education**

**Loreto Secondary School, Balbriggan, Co. Dublin (2014 – 2020**

|  |  |
| --- | --- |
| **Leaving Certificate Results** | |
| **Subject** | **Grade** |
| English | H2 |
| Irish | H2 |
| Maths | O3 |
| French | H1 |
| Biology | H1 |
| Politics and Society | H2 |
| Home Economics S&S | H3 |
| **Total CAO Points:** | **541** |

* Sixth Year Coordinator (2019-2020);
* Awarded Gaisce (Bronze) Award;
* Participant in Jigsaw Peer Education Programme; and
* Member of Hockey Team.

**Dublin City University (2021 – 2025)**

**First Year:** 2:1; Ranked 5th in a class of 125+;

**Second Year**: 2:1; Ranked 30th in a class of 125+; and

**Third Year:** INTRA Placement Programme at Arthur Cox LLP, not graded.

**Work Experience**

**Arthur Cox LLP: Placement Student (September 2023 – Present)**

Ten Earlsfort Terrace, Dublin 2, D02 T380

* As a Placement Student in the Pro Bono group at Arthur Cox, I am exposed to various types of meaningful pro bono work and engage with fee earners across the Firm. In my role I support the Pro Bono Of Counsel in delivering impactful bono projects in collaboration with partner organisations and Arthur Cox lawyers.

**Key Responsibilities:**

* Undertake administrative tasks – such as responding to fee earner queries and arranging internal and external events;
* Assist fee earners who undertake pro bono work, specifically immigration cases;
* Conduct legal research and draft legal documents for fee earner review;
* Communicate directly with clients, gather documents for immigration applications, submit applications under fee earner guidance;
* Assist in the coordination of firm-wide pro bono initiatives such as the Arthur Cox Legal Education Project and FLAC Information Line Project, including rota management, project content and volunteer recruitment; and
* Aid in the production of pro bono training resources for the firm's internal and external communications.

**Primark Ltd (November 2018 – September 2023)**

6 West St, Drogheda, Co. Louth.

**Cash Officer (May 2022 – September 2023)**

**Key Responsibilities:**

* Run end of week/financial period reporting;
* Prepare lodgement documentation for banks;
* Ensure correct lodgement handover procedure was at all times adhered to; and
* Preparation of register floats, requirement to investigate and account for register discrepancies.

**Service Leader (February 2022 – January 2023 [Role was extinguished due to organisational restructuring within the company.])**

**Key Responsibilities:**

* This role involved organising a daily staff roster comprising almost 100 personnel during peak trade periods;
* Delegation of tasks, acting as a liaison between staff and management;
* Responsibility for cashing up of registers at the end of each day;
* Training of new staff on key touch points; and
* Addressing and escalating customer complaints.

**Retail Assistant (November 2018 – September 2023)**

**Key Responsibilities:**

* Assisting customers, demonstrating excellent customer service at all times;
* Processing deliveries to ensure adequate stock availability, particularly during peak trading periods;
* Visual Merchandising, adhering to company guidelines; and
* Managing merchandising within my department, planning for new season product placement and strategically merchandising stock.

**Other Relevant Experience**

* Proficient in MS Outlook, Teams, Word, Excel and PowerPoint;
* Proficient in legal technology systems including document management systems and time recording software; and
* Full Driving Licence.