

Deirdre Brannigan

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Address: 14 Beechmount Avenue, Stameen, Drogheda, Louth

Tel:(+353) 87 6163424 **Nationality:** Irish

Relocate: Yes **Status:** Single **Driving Licence:** Yes

EDUCATION

Masters in Law (LLM) International and European Business Law **2012 - 2013**

Trinity College – The University of Dublin, College Green, Dublin 2

Modules: EU Financial Services Law, Corporate Insolvency, Corporate Governance, Consumer law, Employee Litigation and International Dispute Resolution

FE-1 Examinations - Completed

The Law Society Of Ireland

2012 - 2014

Law of Tort, Law of Contract, European Union Law, Property, Company Law, Equity & Trusts, Constitutional law and Criminal achieved.

Bachelor of Business Studies with Law (BBS)

2007 - 2011

Second Class Honours Grade One (2.1) - Dublin City University, Glasnevin, Dublin 9

Final Year: New Enterprise Development, Employment Law, Contract Law, Dispute Resolution and Arbitration, Marketing, Law of Torts, Company Law, European Union Law, Economics, Accountancy and Business Strategy.

Leaving Certificate

2001 - 2007

435 points – Franciscan College, Gormanston, Co. Meath

English, Irish, Mathematics, German, Irish, Music, Biology, Art and History.

WORK EXPERIENCE

AUG 13 - Present:

Invesco Limited, 2 Sandyford Business Centre, Burtonhall Road, Sandyford, Dublin 18.

Position: Legal Administrator

Responsibilities: Working full time as a legal administrator for Invesco Limited and its sister company ILP Pension Trustees Limited offering assistance and support to the legal team.

Duties Include: drafting deeds and drafting members' explanatory booklets in relation to retirement benefit schemes. When a deed has been returned to the legal department I ensure that the relevant notifications to the Pensions Authority and Revenue Commissioners are made. I assist in researching companies' histories for scheme reviews and research case law in various areas such as family law, employment, company and equity law. My primary role is to provide support and assistance to the in-house legal team. On behalf of the trustees I assist in reviewing pension adjustment orders and preparing communications and letters of engagement between the company and the clients. I ensure the team's work-log is updated and keep the invoice register up to date.

Skills gained: I have learned many new skills since becoming a member of the legal department. The skills I have mostly developed are communication skills and learning to be a supporting member of a team, multitasking skills, the ability to work under strict deadlines and pressure, research skills and problem solving skills.

AUG 08 - 13:

Powercity Limited, Drogheda, Co Louth.

Position Held: Customer Service, Cashier and Sales Assistant.

Responsibilities: Held both part-time and full-time positions over five years as a customer service assistant, sales assistant and cashier.

Duties Include: Sale of personal and domestic products, customer care, cashier, stock control, monitoring security system, placing stock orders, lodging daily income to the bank, maintaining company accounts and assisting with the training of new staff.

Skills gained: communication, time management skills, leadership skills, teamwork, and customer care as well as learning to meet performance targets. My most valued skill learned from my experience with the company is problem solving as I was head of customer service at the weekends it was necessary to react quickly and efficiently to any problem that arose.

JUN 07 - AUG 07: **Brú Restaurant, Drogheda, Co Louth.**

Position Held: Waitress.

Responsibilities: Greeting customers and taking care of reservations, receiving orders from customers. Serving food and beverages to customers and customer service.

Duties Include: Keeping up to date with changes in the menu and being aware of all the contents on the menu. Ensuring a top level of customer service. Taking orders from kitchen staff and management in timely fashion. Maintaining the upkeep of the restaurant and ensuring it is clean and tidy.

Skills gained: communication skills, customer service, being equipped to deal with pressure, time management skills, cash handling, multitasking, exceptional service and management skills.

IT SKILLS

European Computers Driving Licence (ECDL) 2006, Microsoft Excel Beginners, Intermediate, Advanced courses at DCU, Google Chrome/Internet Explorer/Mozilla Firefox, SPSS.

INTERESTS/SPORTS & SOCIETIES

- Gormanston College Swimming & Life Saving Course 2005.
- St. Colmcilles, Ladies Junior GAA football team. Keen supporter of the Louth football team and Arsenal soccer team.
- Previous member of DCU St. Vincent de Paul Society, Enterprise Society and Electronic Society, Entrepreneur Society, Music Society and Art Club.
- Sound Shop Drogheda. Evening classes in the acoustic guitar at intermediate standard.
- Previously a member of the debate team within Gormanston College.
- Attend Aura Fit boxing classes each week.

CHARITY/VOLUNTARY WORK

- Organisation of matric charity committee's annual fundraising appeal within Gormanston College.
- Health and Safety certificate achieved 2012.
- Life Saving certificate received 2007.
- Volunteer leader Stamullen Nursing home in Co. Meath, assisting the elderly.
- Active member of the Drogheda Volunteer Society.

REFEREES

Áine McKenna (Supervisor), Powercity, M1 Retail Park, Drogheda , Co Louth. Tel: (00353)-87-7742626.

Michael Doherty, School of Law and Government, Dublin City University, Glasnevin, Dublin 9 Tel: (00353)-1-7007814

Don MacLean, Lecturer, School of Law, Trinity College, Dublin. Tel: (00353)-1-22 44 266