

# Iris Mae Pebreda

## PROFILE

I completed my Bachelor of Laws (Hons) LL.B at Dublin Business School with a full Academic Scholarship. I was recently employed as a Legal Executive at one of Ireland's leading Defence Litigation firms in which I offered support in the day-to-day running of the District Court department. I am currently based in Amsterdam and I am currently employed as HR Administrator. I am a self-starter, hard-working and service focused. I strive to complete my work in an exceptional manner. I am now seeking a Training Contract so that I can further progress in my legal career.

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## ACADEMIC SUMMARY

Bachelor of Law LL.B at Dublin Business School 2017 - 2020 (Grade - 2.1)

Human Resource Management at Dublin Business School 2020 - 2021 (Grade - 1.1)

## WORK EXPERIENCE

### HR Coordinator at CRH Europe (June 2024 - Current)

As a HR Coordinator, I prepare and manage employment contracts, addendums, renewals and onboarding documentation. I handle operational tasks such as work permit applications, promotions, transfers, restructures, internal communications and leavers, including inputting accurate people data to our HR information systems. I also work closely with the Payroll Specialist to manage the smooth execution of the monthly payroll, seeking relevant management approvals where required. I also act as the point of contact for vendors and manage the associated administration and support various HR project and initiatives such as the managing HR Systems integrations and various enhancements.

### Legal Executive at Hayes McGrath (March 2022 - Sept 2023)

As a Legal Executive, I provided legal support which included reviewing documentation and correspondence, amending legal templates, carrying out legal research, liaising with Counsel regarding legal matters and preparing files for Trials. My tasks as a Legal Executive also included providing administrative support which comprised of filing legal documents, archiving/ closing completed files, updating the document management system, assisting with Client queries, managing calendars, scheduling meetings and attending to incoming and outgoing correspondence. I also worked alongside the Accounts Department in drafting billings for Clients and reviewing invoices received from third parties.

### Student Experience (International) Officer at Dublin Business School (Sept 2020 - March 2022)

I planned and coordinated non-academic elements of the student experience for Study Abroad Students. I assisted international students in acquiring and retaining visas by providing the necessary letters required. I also reviewed International students' education profiles to ensure that their progression is in line with the visa requirements. I liaised with partner accommodation providers on behalf of the students to arrange their accommodation. I assisted the students in reviewing their accommodation contracts and ensured that it is in line with their request and expectations.

### Elephant & Castle Rathmines - Front of House Staff (Sept 2018 - Sept 2019)

I assisted the Host in welcoming customers. I provide continuous, satisfactory customer services. I assisted my manager exemplary service at the restaurant.

### Eddie Rockets Wexford St - Waitress (Oct 2017 - Sept 2018)

I provided excellent customer service and attended to tasks given by the manager and supervisors.

## ACHIEVEMENTS

- 8 FEIs Completed
- Kaplan Way Award 2021 Winner
- 1st Diploma in Human Resource Management
- 2.1 Bachelor of Laws (Hons) LL.B
- DBS Students' Union President 19/20
- DBS Student of the Year 2019
- Vice-President for DBS Law Society
- DBS Student Council Secretary 18/19
- DBS Students' Union Sports and Societies Officer 18/19
- Adele Farrell Scholarship for DBS Law

## LANGUAGES

- English
- Tagalog

## SKILLS

I am highly motivated and I have a "can-do attitude". I am excellent at working under-pressure. I have eminent leadership skills and a dedicated team player. I am also highly organised and have a high attention to detail. I have excellent interpersonal skills and great communication skills.

## REFERENCES

- Patrick Moynihan - Senior Manager - People Services  
◦ [pmoynihan@crh.com](mailto:pmoynihan@crh.com)
- Andrew Butler - Partner at Hayes McGrath LLP  
◦ [abutler@hayesmcgrath.ie](mailto:abutler@hayesmcgrath.ie)
- Sharon Condron - Practice Manager at Hayes McGrath LLP  
◦ [scondron@hayesmcgrath.ie](mailto:scondron@hayesmcgrath.ie)
- Adam Crowther - DBS Student Experience Manager  
◦ [adam.crowther@dbs.ie](mailto:adam.crowther@dbs.ie)