Isobel Lorigan

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**Education**

**Post Graduate Diploma in Law:** Dublin Institute of Technology 2017-present

Completing Modules in:

* Contract Law
* Constitutional Law
* Equity
* Law of Torts
* Property Law
* Core Legal Skills

**Bachelor of Commerce:** University College Dublin 2014-2017

* Graduating GPA: 3.5 (2.1)

**Leaving Certificate:** St Kilian’s German School 2008-2014

* Leaving Certificate CAO points: 505

**Work Experience**

**Stand Leader**  *Aramark* **May 2016- August 2016**

I was a stand leader at a busy baseball stadium in Vancouver. There I was in charge of five food stands. My responsibilities included:

* Delegating work to 15 people working at the stands.
* Cash management. It was my responsibility to ensure the tills had the correct change and that no money was missing at the end of the shift.
* Stock replenishment for the five stands. I had to ensure stock was being replenished when it fell below a certain level.

**Sales Assistant** *Centra* **June 2015- May 2016**

While working in Centra I had multiple responsibilities.

* Handling incoming stock. I had to ensure incoming orders were correctly delivered. I also ensure they were stored correctly.
* Providing excellent customer service by effectively dealing with customers queries or complaints
* In charge of cash lifts during the day and cashing the tills up at night.

**Personal Assistant** *Bluemoon**Communications* **May 2012- May 2016**

My responsibilities while working with Bluemoon Communications were varied.

* Ran errands. I dropped and collecting important documentation.
* Took minutes of meetings.
* Helped in ensuring the smooth running of events.

**HR** **Assistant** *Eversheds* **December 2014- January 2015**

While working in the HR department of Eversheds I carried out the following responsibilities:

* Preparation of confidential documents.
* Implementation of new storage system.
* Preparation of information packs for new employees.

**Extra-curricular/ Achievements**

* I am a member of Riverview Gym where I spend a lot of time attending classes and using their facilities.
* I was a member of a campaign party for a C&C officer nominee in the 2017 UCD student’s union elections.
* I ran the 2015 VHI women’s mini marathon in aid of the Irish Cancer Society.
* I have completed ECDL training.
* I have completed charity work for numerous charities such as Focus Ireland, Haven and DSPCA.
* I passed the Sprachdiplom 1 (German proficiency exam). My German is at A2 level.
* I was head of my debs committee and was in charge of organising and running the event for over 150 students, teachers and parents.
* I was heavily involved in my schools charity, Project Peru. I raised over €550 from the sale of jumpers and bracelets.
* I was awarded numerous prizes throughout my time in school, these include; Maths & Science (2010), History (2011), German (2012), History (2013), Accounting (2014).
* I have been a member of Kilmacud Crokes Football Club since 2007.

**References**

*Personal Academic*

Ms Carol Anne Lowe Ms Niamh Brennan

Business Owner Lecturer

Bluemoon Communications University College Dublin

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