

Isobel Lorigan BComm, PGDip Law.

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Education

Post Graduate Diploma in Law: Dublin Institute of Technology 2017-2018

- 2.1 Degree

Bachelor of Commerce: University College Dublin 2014-2017

- GPA: 3.5 (2.1)

Leaving Certificate: St Kilian's German School 2014

- Leaving Certificate CAO points: 505

Work Experience

Intern *Dillon Solicitors* **October 2018- Present**

Responsibilities include:

- Taking attendance for client calls and meetings
- Opening and updating client files
- Attending court and taking attendance

Contractor *Bluemoon Communications* **July 2018- Present**

Responsibilities include:

- Completion of an e-tender
- Development of training programmes

Summer Intern *Matheson* **June 2018**

Completed a summer internship in the employment law department.

Responsibilities included:

- Completed work permit applications
- Compiled briefs for Senior Counsel
- Sat in on client meetings/calls and was designated role of taking notes and actions for distribution
- Researched client queries and drafted notes for assigned solicitor
- Drafted letters and emails to be sent to clients

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

Stand leader at a baseball stadium in Vancouver with a capacity of 6500 people. I was in charge of five food stands.

Responsibilities included:

- Delegated work to 15 staff who worked at the 5 stands I managed
- Provided excellent customer service and handled any queries or complaints
- Acted in the capacity of a cashier responsible for ensuring that the tills balanced at close of business
- Managed inventory for my five stands ensuring stock levels never fell below the required benchmark

Sales Assistant

Centra

June 2015- May 2016

Responsibilities included:

- Inventory management ensuring incoming orders were delivered and stored correctly
- Provided excellent customer service and handled any queries or complaints
- Responsible as cashier for cash lifts throughout the day and ensuring the till was balanced by close of business

HR Assistant

Eversheds

December 2014- January 2015

Responsibilities included:

- Implemented a new filing system which was successfully adopted by all staff
- Prepared confidential and sensitive files
- Prepared extensive starting packs for on-boarding of new employees

Extra-curricular/ Achievements

- Member of campaign party for a C&C officer nominee in the 2017 UCD SU elections
- Ran the VHI women's mini marathon in aid of the Irish Cancer Society
- Ran in the Calcutta run
- ECDL certified
- Completed charity work for numerous charities such as Focus Ireland, Haven and DSPCA
- Conversational German, German is at A2 level
- Involved in school charity, Project Peru. Raised over €550 from the sale of jumpers and bracelets
- Awarded numerous academic prizes in St.Kilian's school; Maths & Science (2010), History (2011), German (2012), History (2013), Accounting (2014)
- Member of Kilmacud Crokes Football Club (2007 – present)

References

Ms Carol Anne Lowe
Business Owner
Bluemoon Communications
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