

# Joy

# Larkin

## CONTACT

### Phone:

(083) 434 4300

### Email:

[joy.larkin.500@gmail.com](mailto:joy.larkin.500@gmail.com)



## EDUCATION

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- 2018, **Fe-1 Examination**, Law Society of Ireland.
- 2015-2016, **MSc Business & Management, Trinity College Dublin**. Grade: Second Class Honours Grade 1. Thesis: *"Exploring the Influences on College-Age Generation Y to Purchase Green Products and How Reference Groups Can Contribute"*. Grade: First Class Honours.
- 2011-2015, **BA (Honours) Theology & World Religions & Philosophy, Trinity College Dublin**. Grade: Second Class Honours Grade 1. Thesis: *"A Theological, Philosophical and Contemporary Inquiry of Understanding Suffering Today"*.

## PROFESSIONAL EXPERIENCE

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April 2020-present, **Claims Team Lead, Commission for Aviation Regulation, Dublin**.

- Promoted to Claims Team Lead on 26<sup>th</sup> April, 2021.
- Supervising the settlement of claims; training new claims officers and advising on the processing and assessing of claims in line with set procedures and legislation; and liaising with suppliers.
- Dealing with claims in respect of unfulfilled freed contracts; and enquiries from the public and other stakeholders.

December 2019, **Legal Executive, Donal M. Gahan, Ritchie & Co. Solicitors, Dublin**.

- Assisted in ensuring property sales and purchases were closed as scheduled by the fee earner.
- Liaised directly with banks and relevant parties and maintained record of all correspondences and outstanding documentation.

May-August 2019, **Case Officer, Residential Tenancies Board (RTB), Dublin**.

- Scheduled internal and external adjudication hearings in order of priority, using an internal management system for both automatic and manual scheduling. Arranged external venues, secured adjudicators and interpreters where required.

- Prepared and distributed case files, hearing notification letters and any relevant material to all parties involved. Redacted any personal information and ensured all parties were on notice.

### **2019 and 2018 Temporary Assignments**

- CCTV Analysis, **Mason Hayes & Curran**, Dublin.
- Receptionist, **Pepper Money**, Dublin.
- Receptionist, **Donal M. Gahan, Ritchie & Co. Solicitors**, Dublin.
- Receptionist, **Pinsent Masons**, Dublin.
- Receptionist, **Core Financial Systems**, Dublin.
- Administration Assistant, **EHSQ Department, Noonan**, Dublin.

March-November 2017, **Project Coordinator, Vert Environmental, San Diego, USA.**

- Point of contact for all client and customer services via phone and email.
- Collected job testing information, quoted clients for testing services and obtained billing information.

August-December 2016, **Sales & Marketing Assistant, Carnegie Court Hotel, Dublin.**

- Point of contact for all sales/event enquires.
- Organised, managed and marketed a wedding fair and corporate Christmas parties (reached sales targets).

### **NON-PROFESSIONAL EXPERIENCE**

- July 2012- October 2015, **Waitress, Harp Bar, Carnegie Court Hotel, Dublin.**
- June- August 2014, **Waitress & Host, Del Frisco's Restaurant Group, Chicago, USA.**
- September 2011- December 2013, **Key Holder/ Cashier, /Merchandising & Sales Assistant, Robyn's Nest, Toys, Gift & Jewellery Store, Dublin.**

### **VOLUNTARY WORK**

- Discover Research Dublin; Capuchin Day Centre; St. Vincent de Paul; IWAS, Junior World Games; Samaritan's Purse.