**Laura Byrne**

**Blackmillers Hill, Kildare Town,**

**County Kildare**

**0851166011, laurabyrne602@gmail.com**

**Personal Statement**

Working with the public in both administrative, legal and customer service based roles over several years has allowed me to develop a wide skill set and a strong work ethic. I am a reliable employee who is dedicated to any job asked of me and I deliver professional exemplary results.

**Education**

**Fe-1 Exams** 2015-2016

I have currently completed six FE-1 exams: Tort, EU Law, Equity, Company Law, Property Law and Criminal Law.

**University College Dublin** 2011-2015

I achieved a Second Class Honours Degree. 3.57 GPA in BCL Law with History

**Presentation Secondary School Kildare** 2005-2010

I Achieved 510 points in the Leaving Certificate. I was also named as Head Girl during my Sixth year at Secondary School.

**Career History**

**Greene Solicitors**  December 2015 –Present

**Role** Legal Secretary/Legal Executive

**Duties Include** Drafting documentation including contracts, statutory declarations and pleadings, preparing briefs for Counsel, handling conveyancing transactions on behalf of both purchasers and vendors, preparing and witnessing Wills and Enduring Powers of Attorney, preparing documentation for Probate, attendance on the Probate Office, Wards of Court Office and Four Courts to stamp and file documents, preparing licensing applications for local pubs, Dictaphone typing, meeting with clients alongside the Solicitors in the firm, corresponding with solicitors of other firms and financial institutions by email and telephone, general secretarial duties including managing the telephone switchboard, faxing, photocopying, arranging meetings for the Partners of the firm and managing the office diary.

**Penneys** October 2010 – December 2015

**Role** Sales Assistant

**Duties Include** Advising and serving customers, processing cash and card payments, assisting customers in order to help them find what they need, ensuring that stock levels are maintained, promoting special offers in store, providing customers with information on pricing and product availability, handling customer complaints or handing customers on to management, answering all customer queries, giving advice and guidance on product selection to customers, receiving and storing the delivery of large amounts of stock, providing on the job training to new employees.

**Skills and Competencies**

**Customer Service** I have a friendly and engaging personality and am comfortable working with members of the public but in person and over the phone. I am confident in advising and customers with any queries they may have and also listening to and helping unhappy clients.

**Team Work** Through my employment experience, I am constantly working as a team member and work closely with my department members and management. I have though this, mastered the skill of delegation and learned the importance of recognising and putting to use, each person’s individual skills, to create the best possible results.

**Administrative** Proven ability to organise and prioritise different projects. I have strong typing skills, excellent attention to detail and research skills. I am proficient in Microsoft Word, Outlook and Excel.

**Hobbies and Interests**

**Volunteering** During my time in college, I was on the Committee for Law Day, a day dedicate to raising funds for Temple Street Children’s hospital. I was also part of a fundraising effort for a group of students to volunteer in a partner school in Kenya trough bake sales and church collections. I have also been to Lourdes as a Carmelite volunteer on two occasions.

**Travelling**  I have a keen interest in travelling and want to see as many places as possible. As well as many cities around Europe, I have been to South East Asia, Australia and Peru. I hope to visit Central America early next year.

**Sport**  In the evenings I like to keep active and enjoy going to Spin Classes on my lunch break and playing tag rugby at weekends.

**References**

References available upon request.