

Laura Deane

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Education

2015-2019 **Bachelor of Business and Law** **University College Dublin**

Relevant Modules: Global Business, Company Law, Business Strategy, Principles of Finance and Supply Chain Management

- Current GPA: 3.3 (Equivalent to Upper Second Class Honours)

2009-2015 **Leaving Certificate** **Carrick-on-Shannon Community School**

- Leaving Certificate Points: 530
- Awarded Bank of Ireland Leaving Certificate Student of the Year in 2015 and 5th year Student of the Year in 2014

Related Work Experience

July 2018- September 2018 **Intern** **Neuberger Berman, London**

An 8 week internship experience working in the Client Services team. Neuberger Berman is an independently owned, private asset management firm based in Mayfair, London. Through the internship, I gained in-depth and valuable experience in an asset management firm responsible for circa £30bn AUM in Irish domiciled UCITS funds. The Fund Client Service team are responsible for the relationships with predominantly Platform businesses, as well as their wider intermediary client base. The team were also subject experts and the point of contact for a number of external stakeholders – notably the Transfer Agent, Fund Accountant, and Custody and Depository relationships for the funds. Some of my key responsibilities included:

- Working closely with the Transfer Agent to process rebates and payments, investor dealing, account openings and general queries
- Co-ordinating the on-boarding of new clients, from the opportunity phase and legal agreement through to initial investment
- Ensuring the timely and accurate creation and dissemination of a wide range of both client and third party reporting requirements
- Day to day management of client relationships and queries, as well as providing direct support to the sales teams across Europe and the wider EMEA LatAm regions at Neuberger Berman
- Contributing to the continued development and execution of the overall UCITS oversight model within the team, while taking into consideration the regulatory and business environment that the funds operate within.

June 2016 **Work Experience** **Norton Rose Fulbright, London**

A week-long work experience in one of London's top law firms.

- Gained insight into the day-to-day dealings of corporate lawyers within the Energy and Renewable Resources department

- Worked closely with senior associates and partners, conducted legal research, drafted legal documents, attended partner conference calls with major clients

Other Work Experience

November 2015- June 2018

Waitress

Cryan's Hotel, Leitrim

Part-time during my first three years of university. Undertook this job at the weekends while incorporating my study. Duties included:

- Serving food and beverages to customers
- Processing payments and dealing with customer queries
- Ensuring that a high level of service was maintained at all times
- Training new staff members as to the daily tasks which needed to be completed as well as educating them on the culture of the firm.

Key Skills Profile

- Highly motivated individual with excellent organisational skills. These organisational skills are utilised when producing financial reports to ensure that they are produced on time and in the correct format
- Strong communication ability developed through working in a customer service position
- Very enthusiastic individual who enjoys dedicating herself to a job through full commitment to the position and hard work
- Ability to solve complex problems through sound logical thinking and a keen analytical approach
- Excellent ICT skills- highly proficient in the use of Excel, including the use of Pivot Tables. Highly proficient in the use of Microsoft Word, PowerPoint and Outlook. Familiar with Blackrock's Aladdin, Worldview, Legal Portal and Salesforce.

Interests and Achievements

Member of UCD St. Vincent de Paul

- Participated in weekly soup-runs around Dublin City. Worked with other volunteers to make sandwiches, soup and tea/coffee as well as supply anyone in need with personal items such as socks, toothbrushes, gloves and hats. Engaged in vulnerable adult training

UCD Law and B&L Day Committee Member

- Utilised my organisation skills by helping to organise fundraising events for Law and B&L Day. I helped raise money for St. Vincent de Paul by bucket collecting throughout Dublin City. I used my mathematical skills to count the money raised by the bucket collection

Language Proficiency

- Excellent written and oral Irish and English, good written and spoken German, basic level of French, basic level of Chinese (Mandarin)

References- available upon request

