**Laura English**

1 Hermitage Park, Rathfarnham, Dublin 16

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Mobile: 0879376323

**Profile**

A highly competent, capable and enthusiastic legal executive with experience in a number of legal areas. I am keen to secure a position in a progressive legal environment where I can apply my knowledge, nurture my strengths and develop my skills.

**Education**

March 2018 **Law Society FE-1 Examinations - passed 4 subjects**

 Property, Tort, Equity and European Union Law.

October 2018 Company, Criminal, Constitutional and Contract Law.

 (Results pending)

September 2014 – November 2017 **Bachelor of Laws (LL.B) –2.1**

 Dublin Institute of Technology, 2 Angier Street, Dublin 2.

September 2007 – July 2009 **The Galligan Beauty Group – Qualified Beauty Therapist**

109 Grafton Street, Dublin 2.

September 2000 – June 2006 **Leaving Certificate Results - 395 Points**

 Loreto High School Beaufort, Rathfarnham, Dublin 14.

**Work Experience**

September 2018 - Present **Tracey Solicitors – Intern**

16/17 Saint Andrew Street, Dublin 2.

* Assist the firm’s solicitors who specialise in personal injury claims, medical negligence, conveyancing and probate
* Arrange and attend locus inspections with clients
* Organise and meet clients to get documents sworn
* Attend motions in the four courts
* Assist in drafting replies to notice for particulars
* File, organise and archive client files
* Review CCTV footage of client accidents and draft memos for the solicitor in respect of same
* Trained and use liberate case management system

August 2017 – August 2018  **Anne O’Connell (AOC) Solicitors – Legal Executive**

1-3 Burton Hall Road, Sandyford, Dublin 18.

* Involved in a wide range of employment transactions acting on behalf of employers and employees
* Review and draft employment contracts, handbooks and GDPR policies
* Attend initial consultations with clients and draft minutes in respect of same
* Liaise with clients and counsel on a daily basis regarding meetings and proceedings
* Prepare briefs for counsel for matters being heard in the High Court and Workplace Relations Commission
* Maintain, update, organise and archive client files
* Research and assist in drafting submissions and pleadings for hearings
* Gathered and arranged documents for discovery
* Attend court and Workplace Relations Commission hearings
* Trained in Expd8 case management system
* Draft articles relating to current cases and legislation that are published on the firm’s website

Nov 2013 – Aug 2017  **Harvey Norman Ireland – Sales Associate**

Unit 7A-C Nutgrove Avenue, Rathfarnham, Dublin 14.

* Sold electrical appliances
* Received training on all new product ranges
* Achieved and exceeded monthly sales targets
* Raised credit claims for faulty products to return to suppliers and ensured receipt of payment
* Organised the delivery of stock orders and collection of any faulty products

March 2012 – Nov 2013 **Ken Boylan Makeup/Play – Beauty Therapist** 22 Drury Street, Dublin 2.

* Provided a range of beauty treatments such as manicures and pedicures, eyebrow and eyelash treatments, facials, massages and makeup applications
* Sold Ken Boylan makeup range and achieved sales targets
* Trusted to open and close the salon on a daily basis

January 2011 – March 2012  **Harvey Noman Ireland – Personal Assistant to Manager**

Unit 7A-C Nutgrove Avenue, Rathfarnham, Dublin 14.

* Assisted the manager in the day-to-day running of the business
* Completed stock orders, reports and organised stock transfers between stores
* Completed debtor and creditor reports and arranged for payment

**Skills, Achievements and Interests**

* Team Player – I have worked within a team in a variety of capacities, including an academic and professional environment. I am reliable, efficient and determined to achieve objectives.
* Communication Skills – I have ten years’ experience working in customer service, which has allowed me to develop my communication skills to the highest of standards.
* Organisation Skills – I am highly organised, diligent and possess excellent time-management skills. I work well under pressure to achieve goals within set timeframes.
* Playing Piano – I have achieved up to grade six with the Royal Irish Academy of Music
* Spinning – I attend classes and own my own spin bike

**References Available on Request**