LAURA GANNON

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**EDUCATION**

**University College Dublin Dublin, Ireland**

*LLM International Commercial Law* 2017-2018

* Modules taken include: Digital Investigation of Law, Trademark Law, Law of International Finance, Corporate Governance, Law of the European Court of Human Rights and International Commercial Arbitration
* Completed Arbitration Project including Mock Arbitration and Recommendation Arbitral Award
* Obtained Second Class Honours, Upper Division

**Griffith College Dublin Dublin, Ireland**

*LLB in Irish Law 2013-2016*

* Modules taken include: Tort Law, Contract Law, Constitutional Law, Criminal Law, Land Law, Equity and Trusts, Company Law, European Union Law, Law of Evidence, Administration Law, Family Law and Media Law
* Member of Griffith College Law Society and Participated in FLAC (Free Legal Aid Clinic)
* Obtained Second Class Honours, Upper Division

**Malahide Community School Dublin, Ireland**

* Obtained Leaving Certificate in 2013

**WORK EXPERIENCE**

**A&L Goodbody Solicitors Dublin, Ireland**

*Paralegal September 2018- February 2020*

* Worked in the Banking Department on the Legal Project Management Services Team who have dealt with 90% of Ireland’s loan sale portfolios
* Main duties included: Due diligence, document chase, preparing closing documentation and redacting documentation

**Canaccord Genuity Corp. Vancouver, Canada**

*Account Transfer Administrator January – July 2018*

* Lived in Canada between January – August 2018
* Worked in the Transfers Department of a wealth management corporation
* Main duties included: looking after clients’ accounts and files, managing the transfers query email box and phone calls and training new staff members

**Temple Street Children’s Hospital Dublin, Ireland**

*Medical Secretary July – December 2017*

* Worked in the Plastic Surgery Department
* Main duties included: dicta-net typing, filing, scheduling appointments, handling patient files, processing new patients and managing general queries

**John M Quinn & Co Solicitors Dublin, Ireland**

*Paralegal August – November 2016*

* Main duties included: Consultations with clients in office and on prison visits, attending court on a daily basis, briefing barristers, imputing clients data, handling and making copies of disclosure, preparing and processing legal documents, mailing, faxing and arranging for delivery of legal correspondence, ensuring that certain documents have been filed, stamped and in some cases served on relevant parties

**Irish Innocence Project Dublin, Ireland**

*Caseworker September 2014 – May 2016*

* Entrusted to work on ongoing cases in search of new evidence to prove a person’s innocence
* Main duties included: investigating, researching and reporting on any new evidence, attending regular meetings and fundraising for the project

**Criminal Justice Centre Philadelphia, USA**

*Legal Internship July 2015*

* Worked with the Brehon Law Society
* Main duties included: shadowing judges at the Court of Common Pleas, researching cases, writing up case reports and meetings with various attorneys and judges

**James Watters & Co Solicitors Dublin, Ireland**

*Legal Secretary June – July 2014*

* Main duties included: coordinated meetings and appointments, dicta-net typing, imputing data onto CORTbase, answering telephone calls, preparing and processing legal documents, preparing and processing legal documents, mailing, faxing and arranging for delivery of legal correspondents to clients, witnesses and court officials, researched for certain cases, attended court visits, handled all guest complaints and inquires

**SKILLS**

* *Communication skills:* owing to my work experience
* *Teamwork skills*: a result of working on multiple teams as outlined in my above work experience, as well as playing hockey and soccer with my local club
* *Negotiation and problem-solving skills:* developed through participation in university societies and projects
* *Time management and organisational skills:* developed through university deadlines and working in busy law firms.
* Proficient in Microsoft Office, Word and Excel, Outlook, CORTbase
* Fully Licensed Driver

**ACHIEVEMENTS & INTERESTS**

* Volunteering (Kids Camps, Shoe Box Collection for Trocaire 2011, fundraising for Capuchin Day Centre for Homeless People and Calcutta Run)
* Charity Runs (VHI Mini Marathons, Calcutta Run 2019, Darkness into Light)
* Hockey and Soccer

**REFERENCES**

Available upon request.