

Laura Leogue
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PROFILE

A versatile, motivated final year law student at the University of Limerick who is currently seeking new work experiences and opportunities for training and development in a progressive Irish law firm. I am looking for a position, which will allow me to utilize my analytical skills and legal knowledge, and to develop these skills in a professional working environment.

WORK HISTORY

The Arlington Restaurant, The Heritage Killenard Golf Resort Laois.

Food & Beverage Assistant

March 2016 – November 2016

Key Responsibilities:

- Greeting and serving guests of the restaurant.
- Working effectively as part of a large team of people in ensuring the achievement of a high standard of service in order to meet customer's expectations.
- Ensuring the cleanliness & organisation of the service and kitchen areas at all times.
- Communicating with the chefs and kitchen staff regarding any restaurant issues.
- Working with the conference & banqueting department when needed. I worked long and flexible shifts as required by the demands of business in the hotel.

St. Botolph's Club, 199 Commonwealth Avenue Boston Massachusetts.

Fine Dining Server

June 2015 – August 2015

Key Responsibilities:

- Acting as a hostess to the guests of the Club.
- Serving guests, taking their orders and explaining the menu of the day.
- Communicating orders and dietary requirements to the chefs & kitchen staff.
- Assisting in the set-up of conference and banquet functions.
- Working as part of a small team to serve large parties and guests of private events.

ESB Electric Ireland, Swift Square, Santry Dublin 9.

Sales & Marketing Team Executive

June 2014 – Jan 2015

Key Responsibilities:

- Responsible for collecting up-to-date, accurate market data and organising information into daily/ weekly presentation style reports.

- Verifying the accuracy of information by way of liaising with external business partners of the company.
- Responsible for processing data and sales figures into comprehensive reports for the review of sales and marketing managers.
- Assisted the sales & marketing teams with any other administrative duties as required.

EDUCATION

Law Plus (French & New Media Studies) LLB.

Expected 2017

The University of Limerick

Criminal Law	Land Law	Administrative Law
Law of Contract	Constitutional Law	Law of the European Union
Law of Torts	Law of Evidence	Law of Equity & Trusts
Advanced Lawyering Skills	Jurisprudence	French Language & Society

Leaving Certificate 2011 (455 CAO points)

Scoil Chríost Rí, Portlaoise Co. Laois.

English B2 (*Hons*) History C1 (*Hons*) Geography B1 (*Hons*) French C1 (*Hons*)

IT SKILLS & LANGUAGES

- I am proficient in the use of Microsoft Office programs Word, Outlook, Powerpoint and Excel.
- I have advanced French reading, writing and listening skills.

HOBBIES & INTERESTS

- I have a keen interest in sports, exercise and fitness. I enjoy running and going to the gym.
- I am a former member of Portlaoise Ladies Gaelic Football Club & O'Moore's Camogie Club in Laois. I played hurling and football for Portlaoise for many years at underage levels.
- I completed the *Lifestyle Sports Run in the Dark 10K* in 2014 & in 2016, in aid of the Mark Pollard Trust.
- In July 2016, I took part in the *Four Peaks Challenge* with KPMG. The challenge involved climbing the highest mountain in each province in Ireland over a period of 3 days in aid of the Irish mental health charity Aware.

References available on request.