**Laura O’Sullivan**

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**Education:**

**University College Cork** 2016 - 2017Masters in Business Law (LLM Business Law)

**University College Cork**  2013 – 2016

BCL (Bachelor of Civil Law) – 2.1 degree.

**Mount Mercy College, Model Farm Road, Cork.**  2007 - 2013

Leaving Certificate – Achieved 520 points.

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**Employment History:**

Name of Organisation: Health Service Executive July 2021 – Present

Address: Model Business Park, Model Farm Road, Cork

Position Held: Personal Assistant to head of Older Persons for Cork and Kerry

Name of Organisation: O’Flynn Exhams Solicitors June 2021 - July 2021

Address: 58 South Mall, Cork

(Legal Intern)

Name of Organisation: Comyn Kelleher Tobin Solicitors January 2021- May 2021  
Address: 2 George’s Quay, Cork

(Legal Intern)

Name of Organisation: FitzGerald Legal & Advisory November 2018 - Dec 2020

Address: Level 3, 6 Lapps Quay, Cork.

Name of Organisation: Marque Lawyers November 2017-May 2018

Address: 343 George St, Sydney NSW 2000, Australia.

Position Held: Legal Secretary/Receptionist

* In all positions, I worked as part of a team in a medium sized firm both as a legal secretary and receptionist.
* My receptionist duties included; handling post, answering and re-directing phone calls, greeting clients, managing partner and solicitor diaries, organising meetings and ordering stationary.
* As a legal secretary, I also worked on eXpd8 & Legal Evolve preparing barrister briefs, typing up attendances with clients, transcribing & sending correspondence to clients, while ensuring physical and electronic files were kept up to date.

Name of Organisation: Scoozi Restaurant September 2016-Oct 2017   
 2/5 Winthrop Lane, Cork.

* **‘**Fratelli Fresh’, 11 Bridge Street, January 2018-May 2018 Sydney, NSW, 2000.
* ‘Frappe’ Cafe/Bar, 117 Majors Bay Road,  
  Concord, NSW, 2137.
* ‘L’Americano’ Espresso Bar, May 2018-October 2018

400 Wickham Street, Fortitude Valley, QLD.

* ‘Factory 51’ 51 Holdsworth St, Coorparoo, QLD.

Position Held: Shift Supervisor & Waitress

* I worked between two jobs over the course of my time in Sydney, two jobs whilst in Brisbane and full-time in ‘Scoozi’ while undertaking my masters in UCC. All of these positions were in fast paced restaurant or café environments. Some focused on fine dining, while others were more casual, family orientated establishments.
* In all roles, I was responsible for customer satisfaction, dealing with complaints if and when they should arise, ensuring other staff on the floor were working to a satisfactory level as well as liaising with the owner/general manager on a regular basis.
* I was also responsible for working the till, ‘cashing-up’ at the end of each shift and ensuring any cash left on the premises was stored securely in a vault each evening.

Name of Organisation: New York Yacht Club May 2014/15/16 - Sep 2014/15/16

Address: 5 Halidon Avenue, Newport, Rhode Island, USA

Position Held: Cocktail Waitress and Bartender

* I worked in a private, member’s only club, taking drink orders from the Adirondack chairs and tables outside, making the orders at the bar, then delivering the drink(s) to the member(s) who ordered.
* During weekends or when it was raining, I worked inside as a bartender, which included setting up in the morning, stocking and re-stocking the wine and liquor, as well as breaking down and cleaning the bar each night after close.

**Voluntary Work:**

Name of Organisation: UCC Student Council. September 2016 – October 2017

Address: University College Cork, Cork.

Position Held: Law Masters Class Representative.

* As part of my role as class representative, I was responsible for attending monthly student council meetings with the Dean of the Law School where any student queries brought to my attention were discussed and usually resolved.
* I was obliged to stay in regular contact with my class via email, as well as occasionally organise socials in the form of coffee mornings or table quizzes.

Name of Organisation: Peer Support. September 2014 – May 2016

Address: University College Cork, Cork.

Position Held: Peer Support Leader.

* Provided guided tours of campus to first year students
* Ongoing practical, emotional and social support to students through hosting coffee mornings, class outings, gatherings, weekend trips etc.

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**Interests and Achievements:**

* + - * Qualified in ECDL (European Computer Driving Licence).
      * Full driver’s licence.
      * Keen reader, runner and participate in yoga, spinning and Pilates several times a week
      * Achieved Intermediate level in ballet, a grade 6 qualification in Violin and grade 5 on piano.

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