

Curriculum Vitae



Laura Scully

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Date of Birth: 26th November 1996

Personal Skills/Qualities:

- Innovative and entrepreneurial
- Problem solver with strong attention to detail
- Hardworking and determined
- Strong leadership skills
- Excellent team work skills
- Excellent planning and organisational skills
- Strong interpersonal skills and impressive customer service abilities
- Highly dedicated and energetic
- Computer literate

Education:

Universities Attended:

2015 - 2018 Dublin City University, Glasnevin, Dublin 9

Schools Attended:

2009 - 2015 Holy Faith Secondary School, 1 Belgrove Road, Clontarf, Dublin 3

2001 - 2009 Belgrove National School, Seafield Road West, Clontarf, Dublin 3

Leaving Certificate 2015:

Points Attained: 435

Work Experience:

April 2019 – Present

Eversheds Sutherland, One Earlsfort Centre, Earlsfort Terrace, Dublin 2 (Seconded Intern in the Registration Enforcement Section of the Residential Tenancies Board)

- Ensuring compliance with Section 144 of the Residential Tenancies Act 2004 – 2019 (Registration of tenancies).
- Answering phones, replying to emails and dealing with general correspondence.
- Legal research and preparation of guidance notes on legal advices obtained.

May 2018 – February 2019

McCabe & Co Solicitors, Unit 3 Rathcoole Shopping Centre, Rathcoole, Co. Dublin (Legal Secretary/Receptionist)

- Preparing Contracts for Sale and closing documentation
- Drafting documents, billing, invoicing and general admin support

- Answering phones, replying to emails and corresponding with firms, clients and banks
- Transcribing dictation
- Use of legal software (Evolve)

August 2017 – May 2018

Westwood Club, Clontarf Road, Clontarf, Dublin 3 (Receptionist)

- Greeting, assisting and directing members, staff, visitors and the general public
- Answering all incoming calls and handling enquiries
- Cash handling and till management

2012- 2014 (Assistant) 2015 – 2016 (promoted to Junior Manager):

SPAR, 17 Seaview Avenue North, Clontarf Dublin 3 (Junior Manager) (Serve customers

- Responsible for cash flow and safe in store
- Deal with complaints
- Close store, count tills and complete end of night reports

Achievements:

- Upper class 2:1 BCL (Law and Society) Dublin City University
- 1:1 Dissertation entitled; “What Right, If Any, Does a Child Have to Citizenship in the Context of a Cross-Border Surrogacy Arrangement?”
- Best Memorials National Moot Court Competition 2018
- Class representative 2016-2018
- Humanities and Social Sciences Class Representative of the Year 2016/2017
- Free Legal Advice Clinic (FLAC) Certificate
- Certificate in safeTALK – suicide prevention 2016
- ECDL License 2014

Interests and Hobbies:

- I have a passion for Yoga and Meditation and enjoy the positive benefits it has on physical and mental health. I attend local yoga classes regularly. I also enjoy keeping fit by going to the gym and going on scenic walks and hikes.
- I enjoy traveling and going on adventures. I recently travelled to California and travelled from San Francisco to Los Angeles on the 101 Highway with a few stops along the way.
- Throughout University, I was an active member of the DCU Law Society, ELSA (European Law Society Association) and FLAC. I regularly took part in FLAC Clinics, aiding those in need of legal advice. I also travelled to Budapest and Amsterdam with ELSA on educational trips with ELSA.
- During my time in University, I was elected as class representative for the year 2016/2017 and 2017/2018. I enjoyed being involved with the Student Union and enjoyed engaging with classmates. I also enjoyed working as a team to better the University and raise issues that need to be addressed.
- I have a great love of music and am competent on piano and guitar. I was previously part of a music group and we would regularly perform on stage in front of a crowd.

Referees:

- Dr. Aisling DePaor, Lecturer, Dublin City University (01-700 6471)
- Sarah McCabe, Principal, McCabe & Co Solicitors (01-458 0801)

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28th September 2019