

# Laura Berrigan

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## **Personal Summary:**

Legal Intern seeking a traineeship to commence PPC 1 in September 2022. Demonstrated experience in communication and building client relationships, strong attention to detail and proven ability to complete tasks accurately in high pressure environments.

## **Education:**

### **FE1, Law Society of Ireland**

March 2020	Criminal Law	Pass
	Property	Pass
November 2020	Constitutional Law	Pass
	Contract	Pass
	Company Law	Pass
March 2021	Equity	Pass
	EU	Pass
October 2021	Tort	Awaiting result

### **BSc (Honours) in Multimedia, Dublin City University**

September 2014 - June 2017

Results - 2:1 / 68%

## **Career History:**

### **Legal Intern**

Davy, July 2021 – Present

#### **Duties include:**

- Assisting in drafting new internal policies related to vulnerable clients and legal cost management
- Preparing internal communications to be distributed throughout the business for training purposes. Topics including conduct risk, data protection, conflicts of interest, electronic communication and information security
- Creating and updating a contracts register to keep track of all past and present agreements
- Reconstructing existing policies to reflect current business requirements and objectives
- Resolving internal legal queries and providing general administrative support to the legal team

### **Photographer**

Self-employed, August 2018 – March 2020

#### **Responsibilities & Achievements:**

- Self-employed in the media industry specializing in photography and videography
- Coordinated photography and video coverage for promotional and commercial events, including [‘Look The Business’](#) and the [Circular Fashion Conference](#)
- Provided photography for high pressure ‘personal’ events (weddings and family celebrations)

- Created social media and promotional content for high profile clients including [The Gloss Magazine](#), [Marks and Spencer](#), [Rascals Brewing Company](#), [JustEat](#), [Callan Tansey Solicitors](#), [The Rediscovery Centre](#), Brown Thomas
- Managed a new branch of [Alphapix Photography Ltd](#) and supervised a team of photographers at 'Mullingar on Ice' in 2019/2020, far exceeding profit expectations and sales achieved at previously established locations
- Built a positive reputation through networking and maintaining excellent client relationships
- Engaged in all aspects of the business including social media, networking, advertising and production

### **Client Data Administrator**

Davy, June 2017 - July 2018

- Responsible for setting up new client accounts and ensuring the relevant documents complied with AML legislation/regulatory requirements
- Resolving internal queries relating to client data and AML
- Processing amendment requests relating to client data

### **Interests:**

- I am very interested in cars and motorsport. I have been to Mondello Park to do different driving experiences and I would love to have my own track car someday. I hope to visit the Nürburgring in Germany or attend a Formula 1 race in the near future
- I have been horse riding for 16 years and I enjoy taking part in amateur showjumping events

### **References:**

- Available on request