|  |
| --- |
| Laura Farrell  Ballaghlea, Ballygar, Co. Galway  0871755926  laura.farrell@ucdconnect.ie |
| Education  |  | | --- | | SEPtember 2017 - PRESENTBachelor of BUSINESS AND LAW, UNIVERSITY COLLEGE DUBLIN1st year gpa: 3.732nd year gpa: 3.653rd year gpa: 3.63 | | September 2012 - june 2017**cOLÁISTE MHUIRE**, BALLYGAR, CO. GALWAY  * Leaving Certificate Results: 567 points * Junior Cert Results: 6 A’s, 4 B’s, 1 C | |

# Experience

|  |
| --- |
| January 2016 - PresentPiano teacher  * Developed a successful business plan to operate a local piano teaching business with 20 students. * Achieved high organisational skills in the areas of finance, scheduling, advertising, and instructing. * Compiled effective teaching skills in the areas of guidance, communication, active listening, encouragement, and goal setting. * Adapted to current changing circumstances and moved all lessons to Zoom, further enhancing my organisational and communication skills.  August 2020Covid Aide  * Assisted with the safe re-opening of Ballaghlea National School this summer. * Helped devise the Covid-19 Response Plan, handled safety signs and posters, and organized the school’s isolation unit.  JuNE 2019 – August 2019Office Administration, PD CONTRACTORS, ATHLONE  * Drafted weekly and monthly Bank Reconciliations, collated supplier invoices and inputted approved invoices on SAGE. * Prepared Trial Balance Reconciliations to lead schedules on Excel. Filed VAT returns on ROS. * Gained excellent office administration skills through filing and bookkeeping using Excel and SAGE. * Learned to be a complete self-starter, worked on my own initiative, aware of what needed to be done and completed tasks accordingly. |
| **JUNE 2018 – AUGUST 2018**  **SHOP ASSISTANT,** BORN CLOTHING ATHLONE   * Demonstrated excellent customer service and verbal communication skills necessary for customer satisfaction. * Achieved firsthand experience of a fast-paced business environment improving my time management skills by preventing customers from waiting. * Driven to achieve sales goals, by collaborating efficiently with team members, and prioritizing tasks appropriately. * Gained experience in negotiation and problem-solving through customer complaints and queries. |

# Skills

|  |  |
| --- | --- |
| * Communication: By teaching piano and working in retail, I have gained invaluable communication skills, both oral and written, by dealing with customers and teaching students effectively. * Leadership: Captaining my soccer team ensures I can remain calm, decisive, and motivated in high-adrenaline environments. * Commercial awareness: Gained relevant transferable skills from modules taken during my degree. | * Teamwork: Through team sports and course projects, I have learned to be a team player, giving respect to others by working in a collaborative manner. * Time Management: Juggled extra-curricular activities with demands of part-time job and University coursework. * Analytical skills: Research and problem-solving experience from Law modules studied. |

# Key achievements

* UCD Entrance Scholar 2017.
* Elected as Senior Prefect in secondary school and represented the Student Body by participating in and supporting events such as speaking at open evenings. Maintained collaboration among the prefects and provided a link between the students and the School administration.
* Nominated for student of the year in Leaving Cert, and received the top awards for Accounting, English, Irish and Home Economics.
* Captain of local soccer team developing the ability to inspire, motivate and lead my teammates. Grew accustomed to facilitating conflict resolution with my negotiation and problem-solving skills.
* Dedicated member of local football team, UCD College soccer and tag rugby teams.
* Achievement of Grade VIII in Piano with the Royal Irish Academy of Music.
* Completion of training sessions in the areas of Commercial Law, Employment Law, and Landlord and Tenant Law, which enabled me to volunteer at the drop-in clinics for UCD’s Student Legal Service. Honed my practical law skills while helping others in the UCD community.