Laura Kirwan

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**Education**

**Third Level**

**University College Dubli**n

**Studying**: Business and Law BBL

*End date: May 2018*

**Current GPA: 3.4**

**Relevant Work Experience**

**July – August 2017: O’Connor Law, Work Experience Intern**

* Conducted research in areas such property law, intellectual property law, contract law and equity.
* Advised clients as part of a team
* Sat in on meetings with clients
* Recorded notes during client meetings.
* Received feedback from principal and associates
* Responsible for confidential client information

**June-Aug 2015 & June-Aug 2016: Irish Life Corporate Business, Pensions Administrator**

* Worked as part of the Mercer team to achieve stringent daily, weekly & monthly goals
* Responsible for pension schemes administration dealing directly with large Irish Life client, Mercer Consulting Firm.
* Assisted in different stages of the pension administration process
* Responsible for various administrative tasks e.g. adding new entrants into Pension systems, member updates
* Use of initiative solving problems
* Took instruction on complex issues
* Recognised when help is required to solve a problem
* Responsible for confidential client information
* Learned use of relevant technology systems such as Midas, Pension Planet, Oasis, Administrator.

**Additional work experience**

**September 2014 - Present: Receptionist (part-time) with Dance Theatre of Ireland,**

* Dealing with customers and members of the public,
* Administering enrolments, payments and receipts
* Cashier Experience with responsibility for taking in and balancing significant amounts of cash
* Locking up the centre for the night
* Answering queries from students, teachers & members of the public both in person and via phone and email
* Dealing with difficult customer queries and demands
* Resolving customer issues
* Working as part of a team with the Centre Coordinators and owners
* Advanced use of Microsoft Word, Excel

**July- August 2014: Spleodar Irish College, Ard-Chinnire (Higher Leader)**

* Worked as part of a team.
* Presentation skills - gave daily Zumba classes to up 30 students, house activities e.g. Amhrán Tí, Damhsa Tí, Ceilis, sporting activities
* Organised and oversaw above events
* Total responsibility for health, safety and wellbeing of students on a 24/7 basis
* Leadership skills and responsibility for guidance and welfare of new cinnire
* High level of fluency in the Irish Language
* Assisted students with any problems or issues
* Recognised when help is required to solve a student’s problem
* Communicated student problems to teachers and principal.

**July –August 2013: Spleodar Irish College, Cinnire (Leader)**

Same duties performed as above.

**Extra – Curricular Activities**

**Academic year 2017/2018: Student Legal Service, Training Officer**

* Organised training sessions for Student Legal Clinic
* Contacted speakers on the areas of clinical skills, employment law, consumer law and the area of landlord and tenant
* Main organiser for the McCann FitzGerald Negotiation Competition.
* Researched and chose scenarios to be used by competitors
* Booked rooms for 5 weeks of events
* Presented information session to prospective entrants
* Communicated with entrants about event details and scenario queries
* Liaised with HR team at McCann FitzGerald

**Academic year 2016/2017: Study Abroad, University of Queensland, Brisbane, Australia**

* Studied abroad for 7 months
* Got out of my comfort zone
* Experienced many different cultures and way of life
* Took different modules to enhance international business and law knowledge

**Academic year 2015/2016: Play “An Triail”, Director**

* Organised and actively facilitated auditions and rehearsals
* Worked as part of a team with co-director, set builders, light and sound directors, cast and crew
* Negotiated sponsorship with local businesses
* Promoted the show to local schools
* Corresponded with Auditors from the Drama Society and An Cumann Gaelach

**Interests**

**Dance**

* 2012- present - learning classical ballet, pointe work and jazz
* 2013 – Lead dancer and Dance Captain in “Disco Inferno”
* 2012 – Lead dancer in “Footloose”
* 2000-2011 - Modern dance training

**Drama**

* 2016 – Actor, RTE’s “Reflecting the Rising” as “O’Rahilly’s Flower Girl”
* 2015 - Actor, RTE’s “Road to the Rising” as “Bride”

Director of UCD Drama Society’s Irish Language play “An Triail”

* 2014 – Actor, UCD Drama Society Irish Language play of “Cripple of Innisman”
* 2009-2013 – trained at Gaiety School of Acting – enhanced confidence, presentation and public speaking skills

**Tae Kwon Do**

* Achieved Black Belt - December 2010; Worked as Assistant Instructor from 2011 - 2014
* Strong commitment, dedication and perseverance skills were needed to obtain the Black Belt.

References – available on request