Laura Kirwan

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**Education**

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| --- | --- |
| **Third Level** (2014-2018)  **University College Dublin**  **Studying**: Business and LawBBL  **Awarded Semester at University of Queensland**  **Current GPA: 2.1 Honours**  **Grades available upon request** | **Second Level** (*2008 – 2014)*  **Loreto Abbey**  **Dalkey, Co Dublin**  **Leaving Certificate 2014**  *All Higher level subjects*  **Points achieved: 520** |

**Work Experience**

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

* Administering enrolments, payments and receipts
* Cashier Experience with responsibility for taking in and balancing significant amounts of cash
* Dealing with customers and members of the public
* Managing with customer complaints and feedback
* Resolving customer issues
* Working as part of a team with the Centre Coordinators and Creative Directors
* Responsible for locking up centre at night
* Advanced use of Microsoft Word, Excel

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

* Conducted research in areas such property law, intellectual property law, contract law and equity.
* Advised clients as part of a team
* Participated in meetings with clients
* Recorded notes during client meetings.
* Received guidance from principal and associates
* Responsible for confidential client information
* Adapted to use of new IT system in short period of time

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

* Worked as part of the team to achieve demanding daily, weekly & monthly goals
* Responsible for pension scheme administration dealing directly with Mercer Consulting Firm a large Irish Life client
* 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 to solve complex problems
* Took instruction on complex issues
* Responsible for confidential client information
* Learned use of relevant technology systems such as Midas, Pension Planet, Oasis, Administrator

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

* Worked as part of a large team including teachers, leaders and students
* Presentation skills - gave daily Zumba classes, house activities e.g. Amhrán Tí, Damhsa Tí, Ceilis
* Organised sporting activities
* Total responsibility for health, safety and wellbeing of students on a 24/7 basis
* Assisted students with any problems or issues
* Recognised when help is required to solve a student’s problem encountered while away from home
* Communicated student problems to teachers and principal

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

Similar duties performed as above

**Extra – Curricular Activities**

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

* 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
* Liaised with HR team at McCann FitzGerald
* Communicated with entrants about event details and scenario queries
* Presented information session to prospective entrants
* Researched and chose scenarios to be used by competitors
* Organised venues for 5 weeks of events
* Organised training sessions for Student Legal Clinic

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

* Studied at UQ for 7 months as part of UCD’s Study Abroad Programme
* Experienced many different cultures and a different way of life
* Availed of different business and law modules to enhance international business and law knowledge
* Gained work experience in an Australian Law firm

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

* Organised and actively facilitated auditions and rehearsals
* Negotiated sponsorship with local businesses
* Worked as part of a team with co-director, set builders, light and sound directors, cast and crew
* 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**