

# Laura Kirwan

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## Education

<b>Third Level</b> (2014-2018) <b>University College Dublin</b> <b>Bachelor of Business and Law BBL</b> <b>GPA: 2.1 Honours</b> <b>Study Abroad</b> (2017) <b>University of Queensland, Australia</b> <b>FE-1s Passed: 3</b>	<b>Second Level</b> (2008 – 2014) <b>Loreto Abbey</b> <b>Dalkey, Co Dublin</b>  <b>Leaving Certificate 2014</b> <i>All Higher level subjects</i> <b>Points achieved: 520</b>
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## Work Experience

### **April – June 2019: Compton Solicitors, Conveyancing Assistant**

- Worked and collaborated exclusively with Conveyancing Consultant.
- Prepared legal documents such as Contracts for Sale, Deeds etc.
- Took proactive steps and initiative in progressing cases and solving problems with Consultant supervision.
- Attended Court, meetings and mediations with solicitors, architects and clients and took detailed attendances of all interactions.
- Stayed calm under pressure when deadlines and closings approached.
- Interacted and communicated with clients in professional manner, answering any queries they had.
- Organised and maintained large workload of cases.

### **June – December 2018: Compton Solicitors, Legal Assistant**

- Actively involved of all areas of the firm; property & conveyancing, corporate commercial, and leisure & hospitality with a focus on liquor licencing.
- Assisted Senior Lawyers, Consultants and Partners across all areas of the firm simultaneously with research and appropriate legal solutions to solve problems as part of a team.
- Helped provide superior service to clients in a proactive and responsive manner, keeping in line with the motto of the firm - "We get things done".
- Ability to prioritise work across different areas, work under pressure and stay late when required.

### **September 2014 – July 2018: Dance Theatre of Ireland, Administrator/Receptionist (part-time)**

- Dealt with customers & members of the public, resolved customer queries, managed complaints & feedback.
- Responsible for taking in and balancing significant amounts of cash & locking up centre at night.
- Worked as part of a team with the Centre Coordinators and Creative Directors.
- Advanced use of Microsoft Word, Excel.

### **July – August 2017: O'Connor Law, Cairns, Queensland, Australia, Legal Intern**

- Conducted research in property law, intellectual property law, contract law & equity.
- Advised clients as part of a team.
- Participated in meetings with clients and 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 under supervision of Manager.
- Learned use of relevant technology systems such as Midas, Pension Planet, Oasis, Administrator.

### **Extra – Curricular Activities**

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#### **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.
- 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.

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

- Awarded semester at UQ for 7 months as part of UCD's Study Abroad Programme.
- Studied different business & law modules to enhance international business & law knowledge.
- Experienced many different cultures and a different way of life.
- 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 set builders, light and sound directors, cast and crew.
- Promoted the show to local schools.

### **Interests**

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#### **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**