

Laura Kirwan

30 Clanmawr Corbawn Lane Shankill Co. Dublin
086 2291585; 01 2827159 lcmkirwan@gmail.com

Education

Third Level (2014-2018) University College Dublin Bachelor of Business and Law BBL GPA: 2.1 Honours Study Abroad (2017) University of Queensland, Australia FE-1s Passed: 8	Second Level (2008 – 2014) Loreto Abbey Dalkey, Co Dublin Leaving Certificate 2014 <i>All Higher level subjects</i> Points achieved: 520
--	--

Work Experience

November 2019 – Present: Arthur Cox, Legal Secretary, Tax Department

- Client interaction by answering and transferring calls, taking messages and managing emails.
- Transcribing and proof-reading probate documentation, wills, tax opinions and other documentation.
- Diary management, organisation of client meetings and travel, including flights and accommodation.
- Responsible for monthly and quarterly billing.
- Advanced knowledge and experience of internal systems e.g. Elite 3E, Filesite, etc.

April – June 2019: Compton Solicitors, Conveyancing Assistant

- Worked and collaborated exclusively with Conveyancing Consultant.
- Prepared documentation such as Contracts for Sale, Deeds, Architects and Barrister's briefs etc.
- Took proactive steps and initiative in progressing cases and solving problems with Consultant supervision.
- Stayed calm under pressure when deadlines and closings approached.
- Interacted & communicated with clients in professional manner, answering client queries.
- Organised and maintained large workload of case files.

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 Associates, Consultants and Partners across all areas of the firm simultaneously with research, document preparation and appropriate legal solutions.
- Attended Court, meetings and mediations with solicitors, architects and clients & took detailed attendances of all interactions.
- Ability to prioritise work across different areas, work under pressure and work 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.

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.
- 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 administration of Mercer pension schemes, one of Irish Life's largest clients.
- 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

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 landlord and tenant.
- Main organiser of the McCann FitzGerald Negotiation Competition and 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.
- 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

Gym Training

- Maintaining mental and physical health by constant attendance at gym classes including Yoga, Strength & Conditioning, and Spinning.

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