**Laura Laird**

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A Corporate Law and French BA (International) graduate currently working as a corporate paralegal. My objective is to further my career in the legal sector by becoming a trainee solicitor with Byrne Wallace LLP.

**Education**

**Law Society of Ireland Dublin, Ireland 2021 -Present**

FE-1 Candidate who has passed 6 FE-1 exams and will be sitting the final two remaining FE-1 exams in the October 2022 exam sitting.

**University of Galway (formerly known as NUIG) Galway, Ireland 2015-2019**

Bachelor of Corporate Law and French

* 2.1 honours degree.
* Moot Court experience.
* Committee member of the International Student Society.
* Student Ambassador of the University Career Centre.
* Recipient of the Alive Award for involvement on campus.
* Recipient of the leadership digital badge.
* Volunteer for the Free Legal Advice Clinic (FLAC).
* Volunteer for the Disability Legal Information Clinic (DLIC).

**University of Bordeaux Montesquieu Bordeaux, France 2017-2018**

Erasmus Year

* Studied law through French
* Tutor of English
* Studied niche law courses e.g., the law of wines, French corporate law, and French constitutional law.

**Professional Experience**

**Corporate Paralegal at NewAge Inc. Bray, Ireland, April 2020 – Present**

**Duties –**

* IP - Managing the Company’s Trademark Portfolio, liaising with external Trademark Attorney on trademark issues, keeping the internal trademark tracker and TMCloud database up to date.
* Corporate – Providing UBO information to external counsel, assisting with the merger between NewAge and ARIIX and gathering information for discovery requests.
* Drafting – Experience drafting board minutes, termination letters, NDAs, and intercompany agreements
* Corporate Governance matters - changing directors on all 85 NewAge entities worldwide and changing the registered office address of entities.
* Administration – creating letterhead templates, creating entity constitutional checklists, keeping the group structure chart up to date, recording invoices, and research.
* Contracts - Managing the Concord Contracts database, notifying key people in the company of contract deadlines and keeping track of office leases worldwide, reviewing contracts.
* Brexit – consulted with other company departments to get ready for Brexit including reviewing agreements, documenting the new Brexit clone trademarks, checking trademarks, and filing UK applications for pending EU trademarks not yet registered as of the Brexit deadline.
* GDPR matters – responding to requests from data subjects, keeping records up to date of each case, liaising with the company’s DPO, ensuring compliance through data mapping exercises.

**Corporate Governance & Compliance Administrator at Baker Tilly Dublin, Ireland October 2019- March 2020**

**Duties**-

* Conducting Corporate Restructuring projects, using software such as Relate, Search 4 Less and Sage Coretime,
* Making sure companies adhere to the Companies Act 2014 by advising clients, filing documents with the CRO, using excel to monitor Annual Returns, accounts, and Companies House UK deadlines.
* Drafting documents to facilitate changes such as Voluntary Strike-Offs and Golden Share Acquisitions.
* Preparing company incorporation packs.

**Business Development and Partnerships Intern at Kiva San Jose, California July 2019-October 2019**

* Working on the Kiva San Jose and Peninsula US team to establish kiva hubs along the southern belt (Kentucky, Louisiana, Alabama, Texas, and California).
* Objective: Help small businesses in disadvantaged communities thrive by giving them micro loans by crowdfunding.
* Duties-Researching foundations and potential partners, giving pitches to potential partners e.g., chamber of commerce, using applications such as Looker and Confluence, conducting meetings with potential partners and borrowers, flagging issues to supervisors, and attending meetings.
* Obtained Certificate in Global Privacy and Information Security.

**Legal Intern at George Lynch & Son Solicitors Leitrim, Ireland June-July 2018**

* Gained knowledge in the areas of conveyancing, litigation and wills/ probate and attended court sittings.
* Drafted documents in duplicate to the purchasing solicitor with the folio and file plans attached.
* Drafted wills and aided the senior partner in being a witness to the wills.
* Conducted administrative work such as filing, answering phone calls and photocopying.

**Skills**

* Fluency in French and Irish.
* Proficiency in Microsoft Office Suite, TM Cloud, Search4Less, Concord Contract Database, and Core.ie
* Drafting legal documents.
* Experience using Research databases e.g., Lexis, Hein-online, Practical Law and Westlaw.

**Hobbies**

Running, Hiking, Reading Crime Fiction, Travelling and Wall Climbing.

**References**

References available upon request.