



# LAURA LAIRD

Experienced  
Paralegal

## ABOUT ME

Experienced Paralegal who has passed all eight FE-1 exams. My objective is to further my career by joining Byrne Wallace LLP as a trainee solicitor.

## WORK EXPERIENCE

Nov 2022- Present

Indeed | Dublin

### Legal Analyst

- Facilitating board meetings – liaising with directors for scheduling, communicating with stakeholders, collating presenter slides to create master decks, taking meeting notes, minuting.
- Drafting legal documentation such as written resolutions and power of attorneys.
- Managing the global HR power of attorney matrix by monitoring deadlines and putting power of attorneys in place.
- Responsible for global entity statutory compliance.
- Monitoring corporate governance deadlines and ensuring the required filings are made.
- Working on corporate matters such as director changes and address changes.

Apr 2020 - Nov 2022

ARIIX | Bray, Wicklow

### Paralegal

- 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.
- Drafting legal documentation such as termination letters for contracts, NDAs, and intercompany agreements
- Corporate Governance matters such as changing directors on the 85 NewAge entities worldwide, gathering and providing UBO information to external counsel, changing the registered office address.
- Admin – creating letterhead templates, creating entity constitutional checklists, recording invoices, research.
- Managing the Concord Contracts database notifying key people in the company of contract deadlines and keeping track of office leases worldwide, reviewing contracts.
- Brexit – liaised with other company departments to get ready for Brexit including reviewing license agreements, checking trademarks that might be affected and adding the new Brexit clone trademarks to the system.
- Slenderiz Challenge – assisted with the drafting of the terms and conditions for the competition and researching the local laws and liaising with external counsel.
- 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.

July 2019 - Oct 2019

Kiva | San Jose, California

### Business Development & Partnerships Intern

- Worked 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.
- 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.

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Serpentine Avenue,  
Ballsbridge, D04 DD39

## EDUCATION

### Bachelor of Corporate Law

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2015 - 2019

### Erasmus Year

University of Bordeaux

2017-2018

## EXPERTISE

Drafting Legal  
Documents  
Minuting  
Research

## LANGUAGE

English  
French  
Irish

## HOBBIES

Reading  
Travelling  
Echelon  
Hiking

## ACHIEVEMENTS

- Volunteer with Indeed I-Green committee
- 2.1 Degree
- Social Sunrise Leinster Member
- Alive Award
- Completed 2023 VHI Mini Marathon