

Laura Osborne

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Summary Profile

A confident and enthusiastic legal intern with a year's experience in a medium general practice and three FE1s completed to date. I am a highly motivated individual with a range of academic qualifications including an MA in Law and an MA in Mediation and Conflict intervention. I have a wide range of various work experience all of which have given me invaluable skills and practice. I have an excellent capacity to adapt and I am eager to gain new experiences. I am now seeking a new role in a larger firm to further build on my experience and develop new competencies in other areas of law. I am keen to further my career progression with a challenging but rewarding opportunity in a dynamic law firm, providing me with the prospect to expand and reach my potential.

Career History – References available on request

- **Maguire McNeice Solicitors – Legal Internship**

(March 2019 – Present)

Duties Include: General administrative duties such as post, filing, scanning, preparing briefs for counsel including high court briefs and central criminal court. Drafting fee notes, typing attendances and answering phones as well as reception duties such as organising appointments and diary management. Assisting legal secretarial work such as dictation, correspondence and other documents relative to clients. Assisting while attending court including the district court, circuit court, high court, central criminal court and the coroners court. Attending to Barristers. Solving client queries and tending to them in a sensitive and professional manner. I gained experience in a broad range of legal areas including: Criminal - from district, appeal, circuit and central criminal matters attending to clients and barristers alike including attending to counsel on high profile trials and drafting appeals. Conveyancing - including investigating title, reconstructing title deeds and making various enquiries in relation to such. Drafting contracts and processing applications of land registry. Personal Injury - including attendance with clients, PIAB applications and correspondence, drafting summons, assisting with replies to particulars, drafting affidavits and other pleadings and completing briefs for counsel. Family Law - including dealing with clients queries and concerns, attending the family courts for applications and hearings, drafting divorce proceedings and judicial separation, drafting relevant affidavits and pleadings and attending appeals.

- **Dundrum Town Centre - Customer Service Representative**

(September 2017 – March 2019)

Duties Included: Serving customers and dealing with all customer queries and complaints. General customer care, completing tax back transactions, emails and phone calls, sales of gift cards and cash handling. General office administration. Dealing with management on a number of levels including engagement with Hammerson plc.

- **MCD Productions – Customer Care Representative**

(May 2017 – August 2017)

Duties Included: Assisting in customer care department dealing with a range of issues that arise from promoting events, reporting directly to the customer care manager. Corresponding to emails and queries, issuing of car passes, assisting accessible customers and liaising with them prior to the events. Responsible for administration, generating reports post events.

- **Plucks of Kilmacanogue – Waitress**

(May 2015 – May 2017)

Duties Included: Attending to customers, cash register operation, cleaning and upkeep, serving beverages, wine and serving food.

- **Postal Supplies LTD – Administrative Assistant**

(21st July 2014 – 20th March 2015)

Duties included: Administrative duties, using a variety of software packages (Word, Excel, PowerPoint etc.) to produce correspondence, official documents, spreadsheets and databases. Booking rooms and conference facilities, attending meetings taking minutes and keeping notes. Managing and maintaining finances and invoicing, liaising with staff and other external contacts, sorting and distributing incoming post and organising and sending outgoing post, organising and storing paperwork and documents and computer-based information and banking duties. Experience using QuickBooks accounting package for invoicing, generating reports, producing and amending transactions, bank reconciliations, balancing sheet reports, generating company expenses and other accounting duties.

- **Coco Productions ‘The St Patricks Day Festival’ – Production Assistant**

(13th March – 17th March 2012)

Duties included: Research for the festival, assisting on the day, assisting all members of staff.

- **Fairview Creche and Montessori – Community Action An Gaisce Programme**

(September 2011– 26th April 2012)

Duties included: Looking after children, creating games and activities for them and serving meals.

- **Cauldron Recording Studios - Studio Assistant**

(2012 – Present)

Duties include: Assisting recording technician, organising, booking appointments, cleaning and assisting on out of house recordings.

- **Morgan’s Pharmacy – Sales Assistant**

(2012 Weekend Job)

Duties included: Cash register operation, stock take control and management, customer care and service, organising medications and stock.

- **Rotunda Maternity Hospital, Co. Dublin – Work Experience**

(2011)

Duties included: Shadowing qualified nurses and learning all about the environment I was working in.

- **Gift Shop Our Lady's Island, Co. Wexford - Volunteer**
(2009 - 2017)

Duties included: Cash register operation, stock take control and management, customer care and service, balancing register and receipts and a small amount of marketing.

- **Babysitting**
Babysitting for local families.
- **Leaving Certificate and Junior Certificate Grinds**
Music and English.

Education & Qualifications

Junior & Leaving Certificate at Maryfield College, Drumcondra 2008-2014

BA in English at University College Dublin 2014 - 2017

Post Graduate Diploma in Law at Dublin Institute of Technology 2017-2018

Modules completed: Company Law, Contract Law, Constitutional Law, The Law of Tort, European Law and Core Legal Skills.

MA in Law at Dublin Institute of Technology 2018 - 2019

Modules completed: The Law of Equity, The Law of Evidence, Property Law, Criminal Law, European Human Rights Law, Immigration and Asylum Law.

MA in Mediation and Conflict Intervention at Maynooth University 2019 - 2020

Specializing in: Civil, Commercial, Advanced Negotiation, Family, Separating Couples and Elder Mediation.

Law Society of Ireland Final Examination Part One: Criminal and Property (March 2020). Tort (August 2020).
November 2020 sitting applied for.

Pastimes and Hobbies:

Billie Barry Stage School 1999 – 2014

Independent Theatre Workshop 2006-2012

Visions Drama 2005 – 2010

Talented Kids Agency 2013- 2018

Royal Irish Academy of Music 2010 - 2018

Ability to play a range of instruments at high grade level

Involvement in UCD Musical Society in a number of roles

Involvement in GAA at both player and management level

Extensive Travel

Personal Qualities:

Excellent written and verbal skills, strong analytical and drafting skills, strong negotiation skills, highly organized, good communication and interpersonal skills, proven ability to work as both part of a team and in leadership positions, ambitious and personally driven with a strong work ethic in both solo and team settings, ability to effectively influence and communicate cross functionally, creative, resourceful and detail orientated, strategic thinker, ability to outline time frame and work to deadlines, sensitive when dealing with confidential information.

