

LAURA REYNOLDS

12 Rossmore Crescent, Templeogue, Dublin 6W.

Mobile: 0877840521
Email: laura-reynolds@hotmail.com

Nationality: Irish
Driving Licence: Full; Clean

CAREER HISTORY:

Ibec IR/HR Executive March 2015- present

Duties and responsibilities include:

- Give employment law and industrial relations advice daily
- Represent member companies at the Employment Appeals Tribunal, Labour Court and Labour Relations Commission (now the Adjudication service and on appeal, the Labour Court)
- Write detailed legal submissions ahead of hearings
- Provide training to member companies on employment law topics
- Present at HR round tables and HR forums on topical employment law issues
- Review contracts of employment, handbooks and policies to ensure compliance with employment legislation
- Write articles for Ibec online magazines
- Keep up to date with case law and legislative changes

Ibec IR/HR Graduate Trainee September 2014- March 2015

Duties and responsibilities include:

- Develop and understand Irish employment law legislation
- Understand the functioning of the Irish third parties including the Employment Appeals Tribunal, the Labour Relations Commission, the Equality Tribunal and the Labour Court
- Advise member companies on all employee relations issues including disciplinary procedures, grievances, redundancies and transfer of undertakings etc. and general employment law queries
- Review contracts of employment, handbooks and policies to ensure compliance with employment legislation
- Write detailed legal submissions on behalf of IR/HR executives
- Apply for subpoena/adjournment requests in the EAT
- Write articles for HR Link and the HR Databank
- Write minutes of meetings

Matrix Recruitment Financial Services and Sales Recruitment Consultant Aug' 2013- Aug' 2014

Duties and responsibilities included:

- Carried out the full recruitment process
- Advertised roles on the various recruitment websites
- Sourced candidates from the internal database, LinkedIn and job boards on a daily basis
- Engaged in all recruitment administration work
- Carried out internal interviews in preparation for client interviews.

- Sourced new business through cold calling potential clients, promotion of the Matrix Brand, attending career fairs at the weekends and meeting with potential clients on client sites.

Orwell News Part-Time Sales Assistant Nov' 2009-May 2013

Duties and responsibilities included:

- handled money working as a cashier
- engaged in a customer facing role daily,
- participated in stock management,
- ensured to upkeep and maintain of the shop floor to a highly level on every shift

Allied Pension Trustees Accounts assistant-Intern May 2012 – June 2012

Duties and responsibilities included:

- Carried out the crediting and debiting process of defined contribution and defined benefit pension schemes using Sage Software
- Completed out bank reconciliations daily
- Other administration tasks such as handling the switchboard, managing post and archiving documents.

ACHIEVEMENTS

- **Accepted by AIESEC to go on their Volunteer program- June 2013**
Was accepted by AIESEC to go on a 6 week volunteering program to Tanzania. I worked in an orphanage teaching English and mathematics as well as helping with the day to day running of the place.
- **Voted onto the Badminton Committee in College – 2012/2013**
Voted onto the badminton committee for the academic year 2012/2013. I promoted the club during Fresher's week, signing up 50 new members in comparison with the previous year, organised trials, carried out training sessions and organised tournaments.
- **PADI Open Water Licence– July 2011**
Achieved the Open Water Scuba Diving Licence after carrying out 4 day course with 2 additional dives.
- **Voted Head Girl – 2008/2009**
In my final year in school I was voted by my peers and the faculty to represent the year as Head Girl. I organised several events including our Graduation Ceremony and the Debutant ball, made many assembly speeches, greeted guests and also acted as the representative for the year in front of the faculty.
- **Badminton Achievements- 2007-2012**
From 2007 to 2009 consecutively won the Schools All Ireland Championships. In Trinity College, I played on the first ladies team progressing to the semi-finals of the league in 2013. Progressed to the final of the mixed game of the International Student Badminton Tournament 2012.

EDUCATION & TRAINING:

Ibec Certificate in Employment Law

Sept 2014- Dec 2014

CIPD Diploma in Human Resource Management
National College Ireland

Sept 13- June 2014

Business and Economics (BESS) -2.1 Grade
Trinity College Dublin

2009-2013

Leaving Certificate - 485 points
Our Lady's School, Terenure, Dublin

2003-2009

PC Literate – proficient in Windows, Microsoft Office Suite, Outlook, Lotus Notes and Navision, Sage software

REFERENCES: Available upon request