

CURRICULUM VITAE



Laura Scully

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PERSONAL SKILLS/QUALITIES:

- Innovative and entrepreneurial
- Natural problem solver with strong attention to detail
- Hardworking and determined
- Exemplary time management abilities
- Strong interpersonal and leadership skills
- Excellent teamwork skills
- Excellent task management, planning and organisational skills
- Highly dedicated and energetic
- Excellent computer skills

EDUCATION:

Universities Attended:

2015 - 2018 BCL Law and Society, Dublin City University, Glasnevin, Dublin 9

Schools Attended:

2009 - 2015 Holy Faith Secondary School, 1 Belgrove Road, Clontarf, Dublin 3

2001 - 2009 Belgrove National School, Seafield Road West, Clontarf, Dublin 3

Leaving Certificate 2015:

Points Attained: 435

WORK EXPERIENCE:

April 2019 – Present

Eversheds Sutherland, One Earlsfort Centre, Earlsfort Terrace, Dublin 2 (Seconded Intern in the Registration Enforcement Section of the Residential Tenancies Board)

- Ensuring compliance with Section 144 of the Residential Tenancies Act 2004 – 2019 (registration of tenancies)
- Preparation of reports on past compliance rates

- Legal research and preparation of guidance notes on legal advices obtained
- Answering phones, replying to emails and dealing with general correspondence
- Performing user acceptance testing of a new internal tool that is currently in development
- Training new staff
- Technology support

May 2018 – February 2019

McCabe & Co Solicitors, Unit 3 Rathcoole Shopping Centre, Rathcoole, Co. Dublin (Legal Secretary/Receptionist)

- My responsibilities included;
- Providing general secretarial support to both fee-earners
- Billing and invoicing
- Document and letter drafting
- Dictation
- Filing and organising
- Answering the phone and replying to emails
- Corresponding with clients, firms, and banks
- Use of legal software (Evolve)

August 2017 – May 2018

Westwood Club, Clontarf Road, Clontarf, Dublin 3 (Receptionist)

- Greeting, assisting and directing members, staff, visitors and the general public
- Answering all incoming calls and handling enquiries
- Cash handling and till management

2012- 2014 (Assistant) 2015 – 2016 (promoted to Junior Manager):

SPAR, 17 Seaview Avenue North, Clontarf Dublin 3 (Junior Manager) (Serve customers

- Responsible for cash flow, safe and staff in store
- Deal with complaints and requests
- Close store, count tills and complete end of night reports

ACHIEVEMENTS:

- Upper class 2:1 BCL (Law and Society) Dublin City University 2018
- 1:1 Dissertation entitled; “What Right, If Any, Does a Child Have to Citizenship in the Context of a Cross-Border Surrogacy Arrangement?”
- Best Memorials National Moot Court Competition 2018
- Class representative 2016/2017-2017/2018
- Humanities and Social Sciences Class Representative of the Year 2016/2017
- Free Legal Advice Clinic (FLAC) Certificate
- Certificate in safeTALK – suicide prevention
- ECDL License

INTERESTS AND HOBBIES:

- I have a passion for Yoga and Meditation and enjoy the positive benefits it has on my physical and mental health, especially since Covid-19 has emerged. I participate in online classes and participated in the classes that were organised by staff in the RTB, before the pandemic. I also enjoy keeping fit by going on regular runs and scenic hikes.
- I enjoy traveling and Road Trips. Recently, I travelled to California to complete a road trip down the West Coast. I also travelled to Lanzarote last summer and toured the island by car. During my time in University, I travelled to Budapest and Amsterdam on Educational Trips with the European Law Society Association (ELSA DCU). I look forward being able to travel again.
- Throughout University, I was an active member of the DCU Law Society, ELSA (European Law Society Association) and FLAC. I regularly took part in FLAC Clinics, aiding those in need of legal advice.
- During my time in University, I was elected as class representative for the years 2016/2017 and 2017/2018. From this, I was awarded Humanities Class Representative of the Year 2017/2018. I enjoyed being involved with the Student's Union and enjoyed engaging with classmates. I also enjoyed working as a team to better the University and raise issues that needed to be addressed.
- I enjoy reading and I think this is a great way to relax while keeping in focus and expanding my knowledge.
- During lockdown, I have taken up painting, which I find very relaxing.

REFEREES:

- Keith Blythe, Higher Executive Officer, Residential Tenancies Board (01-643 7265)
- Dr Aisling DePaor, Lecturer, Dublin City University (01-700 6471)

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01-10-2020