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| Laura  Surman | |  |  | | --- | --- | | Isserkelly, Kilchreest, Loughrea, Co. Galway |  | | +353858751940 |  | | Lauras111@live.com |  | |
|  | Education | | |

## Bachelor of Business and Law | University College Dublin

### 2015 – Present

### Current GPA: 3.43/4.2

### Most recent grades: Equity: History, Doctrines and Remedies (B-), Employment Law: The Contract of Employment (B+), Criminological Theory (B+), International Family Law (B+), Information Management (C+), Marketing Negotiations (B).

### Year of Graduation: 2019. Expecting to graduate with a upper second class honours degree.

## Secondary Education | Yeats College Galway

### 2014-2015

### Leaving Certificate Result: 530 points.

### English (B3), Irish (B1), Mathematics (B3), Business (A2), Home Economics (A2), German (B2), Biology (B2) – all higher level.

### **St. Raphael’s College, Loughrea**

### 2010-2014

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|  | WORK EXPERIENCE |

## Bar Waitress | Bow Lane Project, 17 Aungier Street, Dublin 2

### FEBRUARY 2018 – September 2018

* Greeting and seating customers.
* Taking orders and serving beverages and occasionally food to customers in a busy, fast-paced environment.
* Checking with customers to make certain they are satisfied with their beverages and dealing with any complaints efficiently.
* Communicating with bartenders and kitchen staff to ensure the correct coordination of orders.
* Ensuring a high standard of cleanliness throughout the bar area and clearing and cleaning tables.
* Providing outstanding customer service.

## Office Assistant & Support Staff | Little Flower Nursing Home, Ardrahan

### June 2015 – September 2017

* Assisting management with general administrative tasks including running errands and some basic computer work.
* Assisting the Managing Director with general employment law issues and advising accordingly where possible.
* Re-organising the filing system within the business.
* Co-ordinating activities with nursing home residents such as card games and bingo.
* Keeping the laundry organised and ensuring a high standard of cleanliness in the nursing home.

### **Work Experience | Guile Nichols Solicitors, North Finchley, London**

### jULY 2018

* One week’s work experience in the firm shadowing practicing solicitors.
* Tasked with running errands for members of staff such as printing, photocopying.
* Entrusted with reconciling files.
* Given the opportunity to shadow meetings with clients.
* Aiding in research as necessary.

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|  | Skills |

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| * Accuracy and attention to detail. * Team player and excellent communicator. * Logical thinker and quick learner. | * Flexible, dedicated and diligent. * Effective time management and punctual. |

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|  | Interests and achievements |

* Sport: Enjoy going to the gym on a regular basis. Played for my school teams in basketball and volleyball. Member of winning Senior A Spike ball team 2010/2011.
* Volunteering: Assisting in regular charity coffee mornings in the Little Flower Nursing Home. Additionally, volunteered for bucket collecting for UCDSU’s Raise and Give Week 2016 in aid of the DRCC and the Peter McVerry Trust.
* Music: Achieved Level 5 in both Piano and Violin with the Royal Irish Academy of Music. Keen interest in singing and represented my local town on a choral trip to the Altenberger Licht ceremony in Germany in 2014.
* Language skills: Proficient in Irish. Completed my primary education through Irish. I have also acquired basic Portuguese language skills.

# Referees available on request.