**LAUREN HEFFERNAN**

**Date of Birth:** 19-11-94

**Home Address:** Varakai **Term Address:** 22 Dun an Oir

Oak Way Milford

Walshestown Castletroy

Newbridge Co. Limerick

Co. Kildare

**Email:** [laurenheffernan@eircom.net](mailto:laurenheffernan@eircom.net)

**Mobile:** (085) 825 3519

## EDUCATION

**Third Level:** University of Limerick, Co. Limerick (2013 - Present)

**Degree Course:**  Law Plus (with Law and Economics)

**QCA/Average Grade:** 3.22/B1

**Second Level:** Newbridge College, Co. Kildare (2008 – 2013)

**Leaving Cert Points:** 485, including A2 in English

**LEGAL WORK EXPERIENCE**

**Sep–Jan 2015/6 A & L Goodbody, Dublin**

Was an intern working on the construction litigation team in ALG Solicitors. Duties included:

* Drafting letters, emails, memoranda, personal statements and legal submissions, researching cases and articles;
* Taking and directing calls, answering queries;
* Liaising with other teams, solicitors, clients, the print room and the courier service.

I developed many legal skills such as effective research methods and the drafting of legal documents whilst, gaining experience working with different lawyers from trainees to partners. I obtained a good insight into the daily practise of a corporate legal environment.

**Other Work Experience**

**Summer 2016 The Field, San Diego CA**

Worked at a popular Irish Restaurant in Downtown San Diego. Duties included:

* Encouraging passers-by to view the menu, greeting and seating guest, relaying the special, answering phone-calls and queries;
* Organising reservations, keeping track of the available tables, Servers, and Bar Staff;

I gained experience of the administration of staffing levels, rota’s, customer service and complaints, effective use of interpersonal skills with a variety of clientele from the exuberant to the belligerent.

**Summer 2016 Subway, San Diego CA**

Worked in a 24 hour Subway in Pacific Beach, San Diego. Duties included:

* Operating a cash register, performing cash drops and other financial operations;
* Preparing and serving food to over 300 people a day in the busiest Subway in PB, while following procedure for safe food preparation, taking and relaying phone orders.

I gained valuable experience of multi-tasking in this fast-paced service industry, where I was responsible for taking, carrying out and keeping track of multiple orders at once, hundreds of times throughout the day, ensuring customers received polite and friendly service.

**Summer 2014/5 ModusLink, Kildare**

Summer worker in an American-owned supply chain and logistic solution provider. Duties included:

* Liaising with international clients in America and China, along with secondary offices in Cork;
* Packaging items and dealing with couriers and client transportation deadlines;
* Handling complaints and errors in the distribution process.

I worked alone on an hourly quota deadline and therefore gained knowledge of the importance of taking responsibility for work, learned that it was important to know when to ask for help and the advantages of working within a set chain of command.

**VOLUNTARY WORK**

2015 – 2016 Tutor for an after-school homework club held in UL for primary and secondary school students, specialising in Economics, English and biology;

2013 – 2015 Helped with the management of Equestrian events and fundraisers for the Irish Pony Society (Kildare/North Leinster Branch), including the photography of those events and the maintainence of their website; maintained Facebook page for Equestrian Interschools Ireland. I continue to volunteer at their many shows across Ireland;

2013 Travelled to Lourdes with Newbridge Parish taking the elderly and disabled, helped with the organisation of trips, meals and helping the less able travel in wheelchairs;

2012 – 2013 Worked with “Jumping Jelly Beans”, helping out after school with the organisation and playing of games with children with disabilties, learned sign language in an evening course to help communicate better with some children.

**INTERESTS & ACHIEVEMENTS**

* Current member of the Debating and Law Societies at the University of Limerick. I have held the positions of 1st Year Representative, Public Relations Officer, Secretary and Vice-Auditor for the Debating Society, I have also held a position on its Disciplinary Sub-Committee;
* Current member of the Varsity Equestrian Team in University of Limerick and have competed in the Equestrian Inter-varsities Competitions, captained the 2013 Newbridge College Equestrian Team to victory in the All-Ireland Inter-Schools League; was also placed highly in many All-Ireland Show-Jumping and Irish Pony Society Working Hunter competitions in Ireland and the UK;
* Completed the Pony Club B Test qualifying me to teach children up to 16 years to horse ride. I am currently studying for the H Test, which will, upon qualification, allows me to teach abroad;
* Completed a First-Aid Course along with a Life-saving and Life-guard course.
* Captained the Rigby Jones Debating Team and was a member of the Concern Debating Team;
* Completed Sage and ECDL computer management and business courses.

**REFERENCES**

Chris Sweeney, Eamonn Conlon,

Floor Manager, Partner,

ModusLink, A & L Goodbody Solicitors,

Monasterevin Road, 28 North Wall Quay,

Co. Kildare Co. Dublin

+353 87 234 8495 +353 1 649 2252

[chrissweeney@moduslink.com](mailto:chrissweeney@moduslink.com) [econlon@algoodbody.com](mailto:econlon@algoodbody.com)