**Lauren Humphries**

**Ballytoole Lower, Knockanarrigan, Donard, Co. Wicklow**

**Telephone: 087-2120079**

**Email:** [**laurenhumphries1998@gmail.com**](mailto:laurenhumphries1998@gmail.com)

**Personal Profile:**

A hardworking, conscientious and enthusiastic individual with a passion for a career in the Legal sector. A focused, enthusiastic outgoing individual who is motivated, hardworking and willing to learn and possesses good knowledge of computer and administration skills. Looking to gain experience with a dynamic organisation who will utilise my skills and allow me to develop further.

**Key Skills:**

* Experience using MS Office - Word, Excel, Access, PowerPoint, Outlook
* Excellent communication and interpersonal skills, a flexible and "can do" attitude
* Strong attention to detail, high level of numeracy skills and professional approach
* Ability to prioritise tasks and manage time efficiently
* Ability to work well in a team, and also to work to own initiative and multitask
* Qualification in Business Administration and Legal Studies
* Ability to provide inspirational, authentic and personalised customer service
* Flexible to work in a fast-paced work environment
* Ability to lead a team and be leadership figure

**Education and Training:**

**2018 – 2021 QQI Level 8 – Law (LLB), Institute of Technology Carlow**

*First Year*: Constitutional Law, Criminal Law, Law of Torts, Irish Legal System,

Legal Research & Communications, and Legal Practice & Procedures.

*Second Year*: Contract Law, Land Law & Succession, Employment Law, Administrative Law, and Laws of Evidence.

**2017 – 2018 QQI Level 5 – Business Administration with Legal Studies, Carlow Institute of Further Education**

Graduated with 8 Distinctions

Modules: Business Law, Legal Practices and Procedures, Spreadsheet Methods, Word Processing, Book-keeping Manual & Computerised, Communications, and Work Experience, Business Administration.

**2012 -2017** **Scoil Chonglais, Baltinglass, Wicklow**

Leaving Certificate - English, Irish, Maths, German, Business, Home Economics, Biology.

**Work Experience:**

**2018-2019 President at LGBT+ Society, IT Carlow**

Voluntary leadership role within IT Carlow

Organising meetings, arranging speakers/events

Working as a team to lead committee

Nominated for Society of the Year under my leadership

**2018 Office Assistant at Masonry Fixings Ltd.**

Answering the phone and taking messages

Responsible for filing, postage and photocopying

Responsible for updating the company’s social media accounts

Liaise with staff members assisting them in their tasks.

**2017 – 2018 Office Administration Work Experience at Donard N.S**

Administrative role using MS Office packages.

Answering the telephone, taking messages and forwarding calls.

Dealt with queries and complaints

Responsible for filing, Photocopying, laminating and organising files.

**Achievements:**

* Full, clean driving license
* Nominated for Society Person of the Year 2018
* Completed ‘Street Law’ course in February 2020
* Won 1st place prize for German Language skills

**Interest and Hobbies:**

* Enjoy music, art and media
* Enjoy volunteering in various charities in my spare time in order to make a difference
* Enjoy mentoring at CoderDojo
* New Technology: Keen interest in software developments - self-taught in many applications (Adobe Illustrator, Photoshop, etc.)
* Interested in progressing further in Legal sector

**References available on request**