**Lauren Humphries**

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**Key Skills**

* Strong attention to detail, ability to prioritise tasks and manage time efficiently
* Ability to work well in a team and problem solve
* Flexible to work in a fast-paced work environment and on own initiative
* Qualification in Business Administration and Legal Studies
* Proficient using Microsoft Office - Word, Excel, Access, PowerPoint, Outlook
* Excellent communication and interpersonal skills, a flexible and "can do" attitude

**Education and Training**

**2018 – 2021 QQI Level 8 – Bachelor of Laws (LLB)**

Institute of Technology Carlow

Predicted Grade: First Class Honours

**2017 – 2018 QQI Level 5 – Business Administration with Legal Studies**

Carlow Institute of Further Education

Graduated with Distinctions in all eight modules

**2012 - 2017** **Leaving Certificate**

Scoil Chonglais, Baltinglass, Wicklow

English, Irish, Maths, German, Business, Home Economics, Biology.

**Work Experience**

**August 2020 Legal Researcher at USAD (United Students for Automated legal services Development)**

Worked alongside a dedicated team to create an automated chatbox called Project Violet, which advises tenants on their rights in rented accommodation.

Researched issues related to rented accommodation, compiled a list of scenarios and explained the solutions in simple terms for the user.

Attended weekly meetings to discuss the project and assisted in structuring the technical side of the project.

**2018 - 2020 Summer Office Assistant at Masonry Fixings Ltd.**

Administrative role which involved liaising with staff members.

Responsibilities include answering the telephone, taking messages, filing, postage and photocopying.

Established and implemented a more efficient filing system.

Utilised social media accounts to create a more substantial online presence for the company.

**2017 – 2018 Office Administrator at Donard N.S**

Administrative role using Microsoft Office packages.

Responsibilities included answering the telephone, taking messages, forwarding calls as well as cataloguing files, photocopying and laminating.

**Voluntary Work**

**2019 – 2021 Marketing Officer at ELSA Society, IT Carlow**

Assisted in establishing the ELSA Society in IT Carlow in conjunction with a team of motivated peers.

Attended monthly committee members to discuss various methods to maximise the potential of the developing society and recruit new members.

Completed a marketing course hosted by ELSA Ireland in order to create content for ELSA Carlow's social media pages.

**2019 – 2021 Events and Fundraising Officer at LGBT+ Society, IT Carlow**

Executed successful fundraising events which raised money for committee members to attend educational workshops in Galway.

Persuaded multiple businesses in Carlow town to sponsor society fundraisers.

Collaborated with the committee to create a year filled with activities and speakers for the society members.

**2020** **Street Law Volunteer in Secondary Schools**

Completed a Street Law course with the IT Carlow Law Society in February 2020.

Designed workshops to be delivered to transition year students comprising of activities encouraging students to consider the legal concepts impacting them.

Organised to deliver workshops in local secondary schools but due to the pandemic, the workshops were postponed.

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

Established a strong committee and chaired weekly meetings to discuss the development and running of the society.

Organised fundraising events which led the society to be nominated for Society of the Year 2019.

Attended training workshops and networking events to establish relationships with other societies in colleges around the country.

Extended invitations to the Carlow Pride committee and built a strong relationship with them which is ongoing.

Oversaw the successful running of the society, dealt with any issues which arose while maintaining a strong leadership figure.

**Certificates/Achievements**

* Full, clean driving licence
* Established ELSA Society at IT Carlow, alongside a group of peers.
* Nominated for Society Person of the Year 2019 for contributions to the LGBT+ Society
* Completed online courses in Criminology and Psychology to broaden my horizons

**Interests and Hobbies**

* Involved in leadership and committee roles in societies at IT Carlow and also volunteer to organise LGBTQ+ events in the wider community.
* Enjoy amateur photography in my spare time
* New Technology: a keen interest in software developments - self-taught in many applications (Adobe Illustrator, Photoshop, etc.)

**References available on request**