**Lauren Moran**

**Home Address:** Lansdale House, Kilmalum Road, Blessington, Co. Wicklow

**Mobile:** 0857123039  **Phone:** 045865604 **Email:** laurenmoran3@gmail.com

**Date of Birth:** 04/12/1996 **Age**: 21 **Citizenship:** Ireland

**Personal Profile:**

I am a recent college graduate from Dublin City University. I received a high 2.1 in my undergraduate level 8 degree. The degree I studied was a Bachelor of Civil Law. I am now a postgraduate student at UCD. I am currently studying a Master of Law in intellectual property law. From keeping up good academic grades while taking part in other various activities and hobbies, I would describe myself as a very dependable person who is able to handle multiple tasks on a daily basis. I have a very outgoing personality and can easily adapt to new environments. My great attention to detail and organisation skills allow me to work quickly while still providing excellent service. As I am a student at university I am looking for part-time work. I am very flexible in regard to working during both the week and the weekends.

**Education:**

University College Dublin (UCD):

Degree - Master of Law in Intellectual Property & Information Technology (LLM).

Dublin City University (DCU):

Degree - Bachelor of Civil Law (BCL).

Grade Awarded = 2.1 (Second class honours grade one).

Our Lady’s Secondary School, Terenure, Co. Dublin:

Received - Leaving Certificate.

Results = *Math’s:* B1 (ordinary level), *Irish:* B2 (higher level), *Geography:* B2 (higher level), *Music:*B2 (higher level), *French:* B3 (higher level), *English:* B3 (higher level), *Biology:* C1 (higher level).

**IT Skills & Languages:**

• IT Skills: Microsoft Office, Word, Excel, PowerPoint and SQL Server database.

• Languages Spoken: English (Fluent), Irish (Conversational), French (Conversational).

**Work History:**

**- Brand Ambassador, Brandtactics, Dublin 12: 01/06/2017 - Currently**

I am currently working part time for a promotional company as a brand ambassador. This job involves many different tasks. Certain roles I have undertaken include working as a hostess, serving food and drink samples, running events, managing cloakrooms and helping to sign people up for competitions/reward cards. These roles have allowed me to work on tills, handle money, serve products and to assist customers with their needs. The various roles and events have allowed me to travel all around Ireland. I have learned many valuable skills such a customer interaction, presentation and organisation skills, flexibility and teamwork. It has helped me to be a more sociable, confident and task focused individual. It has also allowed me to deal with difficult situations and to solve problems which may have developed.

**- Administrative Clerk, Moran Freight Services (PRL): 01/07/2016 - 01/02/2017**

Daily tasks and responsibilities included scanning and uploading documents onto an online filing system, replying to emails, dealing with clients over the phone, printing and photocopying documents. Dealing with both national and international clients over the phone helped me to develop my communication and client interaction skills. This has proven to be very beneficial as I am fully confident in helping others with their inquiries. I am also capable of providing assistance with any office work that needs to be done.

- **Customer Assistant, The Annex Beauty and Day Spa, Blessington Co. Wicklow (2013):**

Tasks undertaken included booking appointments for customers, stocking shelves, washing and folding towels. I was also given the opportunity to work at the perfume counter in which I assisted customers with their purchases and gift-wrapping service. This job gave me a great insight into the world of retail and customer service.

**Skills, Qualifications and Achievements:**

• Full driving licence.

• Grade 8 on the piano - 2017.

• Bronze Award for Gaisce “The President’s Award”.

• Completed the youth leadership module presented by Toastmasters International (Public Speaking).

* Computer Skills.
* Customer service and client interaction.
* Food sampling demonstrations.
* Operation of cash registers.
* Flexibility, organisation and initiation.
* Teamwork and communication ability.

**Interests and Hobbies:**

**• Clubs and Societies:** Recent member of the DCU Law Society and the European Law Students’ Association.

**• Music and Literature:** I have a great interest in playing musical instruments. I currently play the piano and used to play the flute. I also enjoy listening to music, reading books and watching films.

**• Sport, Health and Well-being:** Recent member of the DCU ladies hockey team and beginner golf player. I also attend the gym regularly to keep active.

**References:**

Mr. Adam Taylor,

Managing Director,

Brandtactics, Unit 47, Parkwest Enterprise Centre, Park West, Dublin 12

017780110.

Ms. Julie O’Rowe

Moran Freight Services (PRL)

519 Grants Rise, Greenogue Business Park, Rathcoole, Co. Dublin

014586848 / 0868554309.