

Curriculum Vitae – Lisa Barnwell

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Personal Details

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Education

Jan 2016 – present	Final Examinations – Part 1 (FE1 exams) Law Society of Ireland
Sept 2014 May 2015	Professional Diploma in Financial Advice (QFA Designation) University College Dublin/Life Insurance Association
Oct 2013 – July 2014	Postgraduate Diploma in Digital Marketing Digital Marketing Institute
Sept. 2009 - May 2013	Bachelor of Business & Law (BBL) University College Dublin - Second Class Honours, Grade 1 (2:1)

Employment

May 2014 - Dec 2015	Willis Human Capital and Benefits Ireland (formerly IFG Corporate Pensions) Elm Park, Merrion Road, Dublin 4.
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I worked as a member of the Corporate Pensions Defined Contribution Administration Team in Willis, with responsibility for providing a range of defined contribution pension administration and investment services to corporate clients within strict internal SLA timeframes as well as Central Bank guidelines. My portfolio consisted of fourteen corporate clients of which I was solely responsible for the day-to-day running and administration of their pension schemes. I mainly dealt with HR and finance contacts from these companies as well as third party insurance brokers, trustees, investment brokers and financial advisors. I also directly communicated with members about a wide range of queries through email, phone and mail.

Oct 2013 - May 2014	Anthony Joyce & Co. Solicitors 30-31 Francis Street, Dublin 8.
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I was employed as a Junior Legal Executive, specialising in private conveyancing. I worked with Senior Legal Executives and Solicitors in the execution of conveyance sales and purchases from liaising with clients and seeking bank consent for debt settlement arrangements to assessing deeds and drafting and executing contracts for sale. I also worked on several personal injury cases and also learned more about the process of bankruptcy and insolvency through their debt solutions sister company.

Key Skills

Communication

A strong natural communicator with skills which have been honed over the last few years in work and college through participation in various group projects which required substantial team work.

Analytical

An eye for detail with professional output. Numerical skills are a strong point with a flair for problem solving, especially in pressurised and time sensitive situations.

Presentation

In the course of previous employment, charitable fundraising and academic projects, presenting to groups has been required. Comfortable speaking to large groups.

Other Achievements and Interests

- Finalist in Student Enterprise Awards in Secondary School (Mini-Company).
- Recipient of Certificate of Achievement in Academic Excellence in Secondary School.
- Former member of U.C.D. Student Legal Service.
- Former team leader of U.C.D. Law/B&L Day Committee in aid of Temple Street Children's Hospital.
- Founding member of St.Colmcille's Past Pupil's Association.
- Former team leader of U.C.D. Saint Vincent de Paul weekly soup run.
- Obtained a Bronze Gaisce Medal (President of Ireland Award).
- Holder of European Computer Driver's Licence (E.C.D.L.).
- Completed the SSE Airtricity Dublin Marathon in 2015 and the Clonakilty Waterfront Half Marathon in 2014
- Charity fundraising work involving Stewart's Hospital, Palmerstown and Special Olympics Ireland.

Referees

Available on request