**Lorcan Maule**

Two Mile Water, Ballinteskin, Co.Wicklow

Phone: 0876149453 Email: lorcan\_maule@hotmail.com

**Education**

**University College Cork 2017 – 2018**

Masters in Child and Family Law

**University College Dublin 2016 - 2017**

Postgraduate Diploma (Level 9) in Employment Law (2:1)

**Irish Payroll Association 2016 - 2017**

Certificate (Level 6) in Payroll Techniques

**University College Dublin**

Bachelor of Business and Law, (2:1 Honours Degree)

**St. Columba’s College, Whitechurch, Dublin**

Leaving Certificate Results: 500 Points,

**Relevant Professional Experience**

**BDO June 2016 – May 2017**

**Reward Administrator**

Roles and Responsibilities

1. Solely managing monthly payroll for entire staff.
2. Working with the external pension advisor and pension trustees, and proactively support the Firm's pension scheme administration.
3. Involvement in Graduate Recruitment; co-ordinating and attending graduate college career fairs across Ireland. Screening applications and co-ordinating interviews with partners and senior managers.
4. Management of the enhanced benefit programme and co-ordinating salary reviews.
5. Resolution of staff queries on policies and procedures.
6. On boarding of new hires.

Key Achievements

1. Successfully bringing payroll back into house from an external provider, thereby reducing cost for the firm.
2. Implementation of the firms new enhanced benefit programme, and launching the firms rewards statements to all employees.
3. Liaising and meeting with various companies to entice them to offer discounts to the employees.
4. Creating retention and headcount reports for partners meetings and management meetings, and advised on how to increase retention.

**David Lloyd Dublin January 2016 – June 2016**

**Temporary Administrator**

1. Taking daily responsibility for banking and managing the weekly payroll.
2. Manage holiday and sickness records and petty cash, as well as coordinating job vacancies.
3. Drafted contracts, and finalised same for all new hires.
4. Delivery of induction modules to new starters and organising their week’s induction programme.
5. Playing a critical role in making sure the club complies with all financial, accounting and employee procedures and that our management teams do this in the correct process.
6. Advised and supported line managers on a range of HR and employment law issues.

**David Lloyd Dublin April 2014 – June 2016**

**Membership Relations Consultant/Duty Manager**

1. Ensure value for members, grow sales, drive retention and reduce attrition through the key tasks of selling memberships and managing attrition process accordingly.
2. Offering advice and support to existing members to ensure they utilize and maximize their membership. Special focus during the welcome, risk and recovery stages in their membership.
3. Delivering monthly reports and forecasts to our General manager as well as the senior management team relating to targets, training and marketing promotions. We experience great success by finishing 2nd in the company relating to performance versus the prior years growth. We experienced a 32.7% Year-on -Year growth.
4. Responsibilities as Duty Manager roles, which requires daily reporting of Health and Safety incidences and signing-off on equipment and stock checks.
5. Hosting consistent Member Forums and liaising with the members daily in every department in the club. This provides a greater insight for the management team as well as a more and approachable feel for the members.

**David Lloyd Dublin March 2013 - September 2014**

**Receptionist**

1. Regulated the till area, and was responsible for evening cash up.
2. Handled incoming calls and emails, and routed them appropriately.
3. Dealt with any customer service issues and membership queries.
4. Relied on my influence and strong inter-personal skills to rekindle the member’s participation, which led to a further increase in sales-referrals and secondary spending within the club.

**IT Skills**

* Experienced user of MS Office Suite (Word, Excel, Powerpoint, Outlook, Viso, Publisher)
* Adept user of online Marketing and Research tools (Linkedin)
* Experienced user of HRM tools and Payroll Software ( Taleo, HRPro, Practice Engine, Europay and Micropay)
* Experienced user of CRM tools (Club Centric, Salesforce)

**Interests**

* Travel
* Swimming, Tetrathlons, and Crossfit

References available on request.