**Lorena Alves de Carvalho**

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**PERSONAL PROFILE:**

∙ An ambitious, enthusiastic and committed graduate with a First Class Honours Bachelor’s Degree in Human Resources Management, Diploma in Law from the Law Society and currently in the process of completing the FE1 exams.

**Achievements:**

∙ Received the Dean’s Academic Excellence Award for achieving an Honours Degree and partaking in extracurricular activities in college.

∙ Strong work ethic, ability to multitask and manage deadlines demonstrated by working in retail for four years, actively participating in a number of extra-curricular activities whilst maintaining a First Class Honours grade.

∙ Teamwork skills developed through college projects, running a society, being student leader and part time work experience. Team achievements include being nominated for “Most Improved Society”. As well as winning ‘Star of the Week’ award for great customer service at H&M.

**EDUCATION**

March 2020: **Final Examination Part 1**

* Criminal Law: 66% Constitutional Law: 50% Tort Law: 61%

September 2018 - June 2019: **Law Society of Ireland,** Blackhall Place.

* Diploma in Law 2.1 grade

2015 - 2018: **National College of Ireland,** IFSC, Dublin.

* BA (Hons) Human Resource Management  First Class Honors Degree

2009 - 2014: **Colaiste Chiarain**, Leixlip.  Leaving Certificate

**WORK EXPERIENCE:**

June 2019 - July 2019: **Whelan Murtagh Solicitors**, Leixlip - Shadow work

* Attended hearings
* Updated online database for legal aid
* Directing calls to solicitors
* Filing

July 2018 - June 2019: **DPS, Intel**, Kildare  - Project Management Administrator

* Supervisory role: ensuring employees complete their tasks on time
* Updating company databases
* Assisting HR assistant with coordinating new hire orientations.
* Running meetings and creating agenda
* Analysing and interpreting data
* Managing calendars
* Utilising Outlook, Excel and Powerpoint on a daily basis

March 2017 - July 2019 : **Eurospar,** Kildare  - Sales Advisor

2017 May - August 2017: **Jabez,** Dublin  - HR Intern

* Organising and attending interviews with potential employees
* Updating company databases: created a tracker of all previous job applicants
* Screening potential employees' resumes and application forms to identify suitable candidates
* Updating files

2016 - 2017: **H&M**, Dublin - Sales Advisor

2015 - 2016: **Da Vinci's Restaurant,** Kildare - Waitressing

Summer 2014: **Expert Hardware**, Dublin - Sales Advisor

Summer 2013: **Bart’s Cancer Charity Shop,** Kildare - Volunteer Sales Advisor

**INTERESTS AND ACHIEVEMENTS**

Dean’s Academic Excellence Award

President of the Adventure Society in NCI

Student Leader at NCI

Avid runner

**REFERENCES:** Available upon request