**Curriculum Vitae - Lorna Muddiman**

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Highly motivated, confident and enthusiastic Masters graduate, with an aptitude for written and verbal communication skills. First class analytical ability with proven strong research skills. Quality focused with a passion for continuous improvement and learning. Proven interpersonal and intrapersonal skills from experience in a variety of roles coupled with a flexible “can do” approach to work.

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|  | **49 Grand Canal Wharf, Ringsend, Dublin 4**  |
|  **(+353) 87 924 8509**  |
| **lorna.muddiman@gmail.com****;** [**www.linkedin.com/in/lorna-m**](http://www.linkedin.com/in/lorna-m) |

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| Computer skills | * Quick typist. Highly competent with Microsoft office and various others, e.g. Adobe Reader, Google Docs; Familiar with law databases (HeinOnline) & academic journals (JSTOR);
* Good command of operating systems (Windows, Google, FIrefox) and social media channels like Facebook, Twitter, news journals and blogs.
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| **EDUCATION AND TRAINING** |   |

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| Sept 2011 - July 2012 | European Master in Human Rights & Democratisation | 2.1 Degree |
| **European Inter-University Centre (Venice)** Inter-disciplinary; modules ranged from human rights institutions, mechanisms and standards, to the global economy, business and human rights, and civil society.  |
| **Additional:*** Field trips to a post-conflict country (Kosovo) and also to the UN Office of the High Commissioner for Human Rights (Geneva);
* Thesis: *‘The Irish “state” of protection for child victims of trafficking in its care: the human rights paradox of theory and practice’.*
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| Sept 2006 - Aug 2010 | Bachelor of Arts in European Studies | 2.1 Degree |
| **University of Limerick** |
| Core modules included History, Sociology, French, and Spanish.**Additional:*** 2008 (semester 4): Cooperative Education - 6 month work placement in Madrid;
* 2008 (semester 5): ERASMUS programme in the Sorbonne Nouvelle, Paris.
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| Oct 2015 - Jan 2016 | Diploma in Project Management (ICM Certified)**Griffith College Dublin**12-week course, including core subjects like time management, leadership skills, effective communication and team building.Distinction (A) in end-of-term exam and Credit (B) in Research Assignment. |

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|  **WORK EXPERIENCE** |   |

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| *Jan 2017 -**Present* |
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Legal Intern

**Free Legal Advice Centre (FLAC), Dublin**

Assisting FLAC information line, offering basic legal information over the phone on a range of issues including Wills, Family Law, Court Services, Legal Aid or Landlord & Tenant.

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| *July 2015 -* *July 2016* *Aug 2014 - Dec 2014* | Customer Service Representative**Standard Life International, Dublin*** Working as part of the New Business team in the Customer Service Department, carrying out daily administration duties; communicating with internal staff and financial advisers. Acute attention to detail was essential as well as meeting deadlines & targets;
* Member of the Charity Committee, assisting in volunteer days and fundraising events.

Human Rights Fellow (Project Assistant) |
| **Permanent Delegation of the European Union to the UN and other international organisations - Human Rights Political Section, Geneva** |
| * Attended, and reported back on, high-level sessions including UN Human Rights Council (HRC), which also required drafting EU statements, press releases and formal reports;
* Responsible for team coordination during HRC, primarily by drawing up the team’s daily & weekly calendar-of-work. The role required flexibility, working under pressurised conditions, and adherence to strict deadlines.​
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| *Sept 2013 -* *Dec 2013* | Policy Intern |
| **Department of Children and Youth Affairs, Dublin** |
| * Assisted in the work of the DCYA’s Child Welfare and Protection Policy Unit, ranging from examining legal and policy documents to performing office administration duties;
* Liaised with other governmental (and non-governmental) bodies as well as assisted in the maintenance and updating of the Unit’s webpage.
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| *Sept 2012-* *Aug 2014* | Project Intern/Officer |
| **Council of Europe - Social Cohesion Division, Strasbourg (France)**  |
| * Assisted Division team in project work including development & launch of its online social platform; interviews with NGOs/ local activists; drafting articles for the platform;
* Co-organised with project team two international conferences in CoE HQ, communicating & coordinating with participants, and providing assistance during the event.
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| **PROFESSIONAL SKILLS** |   |

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| Language skills | * English (mother tongue), Basic level of French & Spanish (oral, aural and written)
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| Communication skills | * Excellent communication and interpersonal skills: Worked in various types of team projects, from carrying out group assignments during my studies to co-organising events to participating in international conferences, liaising with a wide variety of people.
* Current member of Toastmasters Dublin in order to develop public speaking and presentation skills as well as “off the cuff” speaking on different topics.
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| **VOLUNTEER ROLES** |   |

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| Feb - Nov 2016May - Sept 2015 | * **Aware Ltd,** Support Group Facilitator: co-facilitating Aware support group meetings for people dealing with depression and other related illnesses on a weekly basis; undertaking training around depression and mental health.
* **BlueFire,** Volunteer Coordinator: recruiting and coordinating of volunteers, as well as delegating tasks, in the lead up to and during the organisation’s community initiative ‘Smithfield Summer Picnics’ in Smithfield square.
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| **REFERENCES** |  |
|  | 1. Evelyn Bryne **QFA CIP LCOI** - People Manager - Standard Life Dublin

Evelyn\_byrne@standardlife.ie; +353 1 6397351  |
|  | 1. Paolo de Stefani - Professor - University of Padova

paolo.destefani@unipd.it; +39 498278383 |