**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**](mailto: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. | |
| 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 2016  May - 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. |
| **REFERENCES** | |  |
|  | 1. Evelyn Bryne **QFA CIP LCOI** - People Manager - Standard Life Dublin   [Evelyn\_byrne@standardlife.ie](mailto:Evelyn_byrne@standardlife.ie); +353 1 6397351 | |
|  | 1. Paolo de Stefani - Professor - University of Padova   [paolo.destefani@unipd.it](mailto:paolo.destefani@unipd.it); +39 498278383 | |