**Curriculum Vitae**

**Lorraine Walsh**

**Telephone: 0879942998 Email:** **lorrainewalsh16@gmail.com**

**Professional Profile**

A law graduate and qualified urban and regional planner, both motivated and ambitious, with a Masters in Commercial Law, Masters in Regional and Urban Planning, Bachelor of Laws and a Bachelor of Arts. I have a keen interest in the areas of commercial law, environment and planning law and property. Previous work experience includes an internship in a Dublin commercial practice, roles in the Department of Justice and the Department of Environment, Community and Local Government and as an urban and regional town planner, both in the public and private sector.

**Legal Experience**

**Baily Homan Smyth McVeigh Solicitors April 2016-July 2016**

**Legal Intern - corporate law department**

* Assisted in the drafting of corporate contracts and agreements.
* Completion of CRO forms on behalf of clients.
* Drafted board minutes, resolutions, stock transfer forms and share certificates.
* Prepared document bibles of completed transactions.
* Carried out research and drafted memos of research undertaken.
* Experience using keyhouse case management system.

**Department of Justice** **Oct 2015- Jan 2016**

**Administrator - anti-money laundering compliance unit**

This unit undertakes compliance monitoring for high value goods dealers, tax advisors/accountants, private member clubs and authorises and monitors trust or company service providers (TCSPs).

* Involved in research and compiling statistics.
* Liaised with An Garda Siochana and Revenue Commissioners.
* Responsible for the completion of the Garda vetting application procedures required for TCSP applications.
* Updated website, file and database management and managed the email query inbox for the unit and updated registers.

**Department of Environment Community & Local Government**  **Jan 2011- Dec 2011**

**Legal Researcher - planning policy & legislation section**

* Tasked with guiding government legislation and policy on the proposed Maritime Area and Foreshore (Amendment) Bill.
* Involved in the collation of information on the backlog of foreshore lease and licences to obtain a result of increased efficiencies.
* Responsible for the introduction of a reporting procedure to manage foreshore lease and licence applications.

**Other Relevant Experience**

**Snoopyskipper Enterprises Limited** **March 2014- Sept 2015**

**Business administrator – company involved in property rental and licensed premises.**

* Responsible for banking duties, cash float, wages and administrative duties including recording stock, wages, expenditure and income onto excel sheets, accounts and file management.
* Business set up and marketing of company business on social media and radio/print advertising.

**Keith Simpson & Associates Company Limited, Co. Dublin Oct 2009-Sept 2010**

**Consultant Urban Regional Planner**

* Researched and analysed information related to planning applications and strategic planning projects.
* Drafted reports and recommendations and presented to team members, including engineers, architects and clients. Projects worked on included retail, residential, change of use, telecommunication, and retention planning on behalf of clients.
* Met with and took client instruction and submitted strategic planning submissions on behalf of clients.

**Glen Eira City Council Melbourne Australia Feb 2009-July 2009**

**Urban Planning Department Assistant**

* Assisted in the drafting of planning reports and the assessment of planning applications.
* Application case management, progressed cases towards assessment and determination.
* Involved in the documentation for planning appeals and attending at appeal and recordings outcomes and circulation attendance taken to department.

**Westmeath County Council May 2007-Aug 2008**

**Urban and Regional Planner**

* Drafted and implemented policy documents such as Westmeath County Development Plan, Strategic Environmental Assessment Reports, Local Area Plans, in accordance with legislative requirements.
* Collated and analysed large amounts of data and drafted reports.
* Provided advice on planning policy to applicants, planning permission and making recommendations on planning applications. This involved site visits, holding pre-planning meetings with potential applicants and worked alongside council engineers and architects in raising further queries and reaching a determination.

**Education and Qualifications**

* **FE1 Examinations**
* **University College Dublin 2013**

 Masters in Commercial Law, 2.1 Honours

Thesis: Company Law Reform Codification of Directors Duties and Impacts on Corporate Governance

* **National University of Ireland, Galway 2007**

 Bachelor of Laws, 2.1 Honours

* **University College Dublin 2006**

Masters in Regional and Urban Planning 2.1 Honours

* **National University of Ireland, Galway 2004**

 Bachelor of Arts , 2.1 Honours

**Skills**

* IT skills, Microsoft Office, Excel, Word, PowerPoint
* La Touche Legal Training – Company Law & Interview/Investigator Skills

**Referees**

* Available upon request