**Curriculum Vitae – Amelia Leonard**

Lothlorien,

Myrtleville,

Crosshaven

Co. Cork

P43DK60

Phone Number: 087-1822788

Date of Birth: 30th of July 2002

**Education:**

January 2023- Presently in second year studying BCL International at University College Cork.

June 2021 – Completed Leaving Certificate in Midleton College, Cork.

Subjects: All Higher Level; English, Maths, Irish, Biology, Chemistry, Japanese, Agricultural Science, Geography.

I achieved H1’s in Japanese, Biology, Chemistry, Agricultural Science and Geography.

**Work Experience:**

September 2022 – Health and Safety officer of the Philosophical Society.

November 2022 – Senior General Co-ordinator of the Law Convention.

May – July 2022 – Legal Intern, PM Group Ltd, Dublin.

May – September 2019 – Bakery Manager, Collins Supervalu, Cork.

November 2018 – Volunteer, CSPCA, Cork.

June 2018 – August 2019 – Volunteer, East Cork Equestrian Centre.

**Skills:**

**Communication skills**

I am an effective communicator who is able to articulate complex ideas and information in a clear and concise manner. I have excellent active listening skills and am able to understand the needs and concerns of colleagues, future clients, and other stakeholders. My writing skills are also strong, and I have experience creating clear, concise, and persuasive legal briefs, case notes, and other legal documents.

**Problem-solving:**

I am a creative and effective problem solver who is able to quickly identify and analyse complex challenges. I have a strong analytical mindset and am able to break down problems into manageable parts, making it easier to find solutions. I have experience working in fast-paced environments where I have had to think on my feet and find innovative solutions to unexpected problems. I have a proven track record of collaborating with teams to develop and implement solutions, and I am always looking for ways to improve processes and increase efficiency. My ability to think critically and find creative solutions has been invaluable in my previous roles, and I believe that this skill setwill be an asset to any organisation

**Leadership and teamwork:**

I am a natural leader and team player who is passionate about driving results and fostering a positive work environment. I have experience leading and managing teams, and I am skilled at motivating and inspiring others to achieve their best. I understand the importance of collaboration and am able to build strong relationships with team members, future clients, and other stakeholders. I am a strong communicator and am able to effectively delegate tasks and responsibilities to ensure that projects are completed on time and to the highest standard. I have a proven track record of working effectively in teams, and I am always looking for ways to improve processes and increase efficiency.

**References:**

Caoive Collins – Group Legal Counsel, PM Group Ltd, Dublin 01-404 0700.

Dr Teresa Bennett – Project Manager, HSE, Cork 087-0506827.