**Leah Van Anh Gleeson**

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**Mobile:** +353 (0)83 814 4445 **LinkedIn:** <https://www.linkedin.com/in/leah-gleeson/>

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**Education**

**Maynooth University**, Maynooth, Co. Kildare. (September 2020 – Present)

LLB – Bachelor of Civil Law:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year One: 65.9%** | **Year Two: 65.4%** | **Year Three: Pass** |  |  |

**Dunboyne College of Further Education**, Dunboyne, Co. Meath. (September 2019 – May 2020)

Pre-University Law: **Grade** - **Distinction**

**Ashbourne Community School**, Ashbourne, Co. Meath. (September 2013 – May 2019)

**Leaving Certificate CAO Points: 532**

**Work Experience**

**Whiplash by Leah**, Beauty Therapist; Ashbourne, Co. Meath. (January 2018 – Present)

* Performance of a wide range of beauty services on a minimum of 6 clients a week.
* Management social media profiles, increasing Instagram following to over 1250 followers.
* Management of stock, all financial aspects and administration such as diary management and regularly answering any customer enquiries.

**Comgest,** Compliance Intern; Hume Street, Dublin 2 (June 2022 – June 2023)

* Completed day-to-day administration tasks such as regular Compliance screening, monitoring and sending emails, regularly updating logs, leading to improved data management and increased efficiency.
* Prepared documentation on a regular basis such as monthly & quarterly reports, letters to clients and statistics reports to be forwarded to the Board of Directors.
* Collaborated with and supported co-workers from various different teams to gather evidence that was requested for audit and external review.

**Martin Solicitors**, Office Assistant; Clarehall, Dublin 13 (January 2020 – March 2020)

* Performed office tasks including filing and answering the phone and assisted the Head Solicitor.
* Reviewed a minimum of 15 wills daily that were then input into the new legal IT system.

**Superchef**, Ashbourne, Co. Meath. **(**November 2017 – September 2020)

* Responsible for all aspects of customer service: answered the phone, dealt with customers, and placed and packaged all food orders.
* Managed financial operations, including till management and calculation of pay for all delivery drivers.
* Trained in 2 new employees in all aspects of the job over the course of 4 weeks.

**John Ryan Auctioneers**, Ashbourne, Co. Meath (January 2016 – February 2016)

Office Assistant:

* Re-organised the filing system and assisted the head real estate agent.
* Transferred all hard copies of sales into the new IT system and updated as necessary.

**Qualifications and Skills:**

* Leo Cussen Virtual Internship Programme – Criminal Law
* Latham & Walkins Virtual Internship Programme – Intellectual Property Litigation
* Children First – TUSLA Child and Family Agency E-Learning Programme
* Maynooth FLAC Society training certificate
* Market Abuse & Anti Money Laundering - CityLearning
* Clifford Chance Global Virtual Internship Programme – Cyber Security
* Teaching Young Learners (30 Hours) Online Course - Premier TEFL Certificate
* IT Skills - ECDL Certificate; Microsoft Power-point, Word, and Excel Skills

**Achievements and Interests:**

* 4th Year Representative for Maynooth Yoga Society
* 4th Year Representative for Maynooth Environmental Society
* Mentor to 1st Year Law Student – Maynooth FLAC Peer Mentorship Scheme 2023-24
* KOD Lyons – Best Student in Criminal Law Award 2021-22
* A&L Goodbody May Law Start Programme 2022
* Cinnire – Coláiste Lurgan, Inverin, Co. Galway (June 2016 & August 2017)
* Senior Home Economics Award – Ashbourne Community School
* Languages – English; Irish & Spanish (intermediate level)
* Grade 8 Piano – Associated Board of the Royal Schools of Music

**Referees:** Available Upon Request.