Personal Information

name Leah Norton

Address 10 Glencarraig Brides Glen Road Rathmichael Dublin, Ireland

Tel 083 164 6486

email leahnorton02@gmail.com

Desired Position Summer Intern at ByrneWallace

Education

Secondary School Newark Comprehensive School (1st - 4th yr), The Institute of Education (5th - 6th yr)

Leaving certificate points 601

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# Curriculum Vitae

College University College Dublin

Course Law with Social Justice (finishing my third year!)

gpa 3.67 (most recent)

Semester abroad at the university of texas -

During my second semester of third-year I had the opportunity to travel to the US where I spent a semester studying law at post-graduate level at the highly reputable University of Texas (UT). During my tenure at UT, I participated in final year law school classes including Mergers and Acquisitions, Negotiation, Corporate Governance and International Cyber Law. From drafting NDAs to comply with Texas and Delaware law to engaging in due diligence procedures – I now feel more confident in my legal acumen as a young professional and feel privileged to have gained insight as to what it is like to study the law in a different jurisdiction.

Most recent academic transacript –

Equity B+

Employment Law A-

Law of evidence B+

Company law A-

EU Economiic Law A-

Property Law B-

Criminal law a-

**University Organisations Joined** - UCD Law Society and the Literary and Historical Society.

Work Experience

Dates February 2018 - March 2018

Position Legal Intern

Responsibilities During my tenure at the firm, a great deal of my responsibilities revolved around conducting extensive legal research, with particular emphasis on property transactions. This consisted of delving into various legal intricacies involving boundary disputes, discerning client preferences and forecasting the estimated time properties would become available. In the realm of legal compliance and due diligence, I had the invaluable opportunity to observe first-hand the intricacies of a District Court hearing alongside two experienced solicitors. This experience afforded me insights into case management strategies and dynamics shared between solicitors and their clients during the litigation process. Furthermore, following the aforementioned court experience, I undertook the task of organising and categorising legal documents which involved implementing an efficient filing system and meticulously organising all relevant correspondence, ensuring accessibility and coherence for the firm’s records.

Employer / Address **Kane Tuohy Solicitors** / Hambleden House, 19-26 Pembroke Street Lower, Dublin 2, D02 WV96, Ireland

Type of Business Legal firm

More work experience -

Dates October 2020 - April 2021

Position Waitress/barista

Responsibilities Engaged directly with customers to fulfil their dining needs, seamlessly managing both order-taking and efficient delivery of food and beverages. Simultaneously, handling cash transactions and demonstrating proficiency in cash management procedures. Effectively collaborated within a dynamic team environment and maintained flexibility in scheduling to accommodate evolving business demands, showcasing adaptability and commitment to achieving optimal outcomes.

Employer / Address **Eithne Fitzpatrick (Fitzpatrick Castle Hotel)** / Killiney Hill Rd, Scalpwilliam Or Mount Mapas, Killiney, Co. Dublin, A96 N125, Ireland

Type of Business Hotel

Further work experience -

Dates July 2021 - December 2022

Position Waitress

Responsibilities Ensuring that any and all customers were looked after in addition to their preferences and any allergies they may have. Providing excellent customer service is paramount and of utmost importance – greeting the guests, taking their orders, answering any questions about the menu with the overall goal of ensuring the patrons have a pleasant dining experience. Knowledge of the food served in the establishment in addition to what drinks compliment such food. Aided in cash up through division of tips which were to be filed into Excel spreadsheet at the end of every night. Additionally, the pub ran competitions to see who could upsell the most specials in a night which I managed to achieve twice in a row. Overall, my responsibilities as a waitress came down to a combination of having excellent communication skills, attention to detail, multitasking abilities, and a positive attitude to provide exceptional service to customers whilst contributing to the overall success of the restaurant

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# Curriculum Vitae

Employer / Address **The Blackrock** / 1-5 Temple Rd, Carysfort Ave, Newtown Blackrock, Blackrock, Co. Dublin, A94 Y5F1, Ireland

Type of Business Pub/restaurant