

Hannah Casey Leen

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Motivated, positive person with BA(Hons) and a MSocSc. Currently a legal assistant in a busy Dublin city centre practice with involvement in District, Circuit and High Court matters and a wide range of experience in Child Care, Family Law, Probate, Conveyancing and Wardship.

Education

- October 2019 Final Examinations First Part
Achieved passing marks in Constitutional and Tort Law
- March 2019 Final Examinations First Part
Achieved passing marks in Contract, EU and Company Law.
- October 2018 Final Examinations First Part
Achieved passing marks in Equity & Trusts, Criminal and Real Property.
- 2015-2016 UNIVERSITY COLLEGE CORK
Master of Social Policy – 2(H)1
- Focus Children and Youth; Family
- Thesis The Effects of Working Conditions on The Quality of Education and Care
Undertook a solo research project including interviews, questionnaires and journals while applying both qualitative and quantitative methods.
Research into the mutual relationship of law and policy and the place each holds.
- 2010-2013 UNIVERSITY COLLEGE CORK
BA(Hons) – EYCS - Education; Social Policy; Psychology 2(H)1 -
- Attended Law Clinics and hold certificates in relation to Children's Rights in the European Union.
 - UCC Class Representative; nominated by classmates as the staff-student liaison; attended staff-student meetings and student council.
 - Volunteer for Barnardos 2010 – 2013; Fundraising & Event planning.

Experience

May 2018 – Current

Legal Assistant, MacCarthy & Associates Solicitors, Dublin

- MacCarthy & Associates is a busy city centre law firm which specialises in the realms of child care law, applications under The Mental Health Act, Wardship proceedings and such similar matters. Throughout my time in this firm I have gathered extensive experience in the areas of child care law, conveyancing, wardship, probate and divorce/judicial separation.
- Acting on one's own initiative to pre-empt and avoid issues, resolve problems and work effectively.
- Assembling title documents and acquiring further or updated pieces as required including statutory declarations.
- Preparation of booklets, drafting pleadings and correspondence.
- Preparation of applications and notices, filing documents and arranging service.
- Acting upon instructions from the solicitor on any given file and liaising with third parties in the furtherance of a given case.
- Opening and closing of files, including billing, post-completion paperwork and archiving.
- Liaising with and attending on barristers in District, Circuit and High Courts.
- Lodging applications with the Land Registry/Registry of Deeds, scheduling of deeds and liaising with financial institutions.

June 2020 - Current

Director, First Steps, Rowlagh, Dublin 22

- Hold a voluntary position on the Board of Directors of First Steps, a registered charity and early years care and education setting.
- First Steps primarily services lesser privileged families in the surrounding area.
- First Steps liaises closely with Tusla and the HSE receiving referrals in respect of children who are in need of the care and education which First Steps can provide.
- Within my position I attend and contribute to monthly meetings. I utilise my experience in both care and education settings as well as my understanding of potential child protection and welfare concerns.

September 2017 – June 2018

Assistant Lecturer of Social Policy, UCC, Cork

- Aiding module coordinator in delivering the module to a group of university students.
- Preparation for placement – leading workshops on social issues students face in the workplace as educators and social carers.
- Marking assignments, portfolios and learning journals.
- Coordinating marking schemes and relevant assignments as they relate to the degree in entirety.

February 2017 - April 2017

Clerk in Cook County Courthouse, Chicago, Il

- Part-time position held in the organised crime unit within Chicago's central criminal courthouse.
- Working directly with lawyers to organise research, prepare evidence and prepare for trials.
- An array of tasks from preparing jury instructions to aiding the presentations of evidence and being on hand for trials.

October 2016-August 2017

Centre Director in Sylvan Learning, Chicago, Il.

- Sole management of a centre dealing majorly with students from low socioeconomic backgrounds and culturally diverse settings who suffer in their academic surroundings at school; several of whom could be two to four years behind academically. The goal is to bring them up to grade level and stop current failure and prevent further failure.
- Managing the academic landscape for students struggling academically most of whom also present with additional needs or behavioural problems.
- Advance company objectives and consolidate labour resources engaging in diverse analysis of P&L to consistently meet budget goals and processing execution to meet cash/collection targets.
- Mitigated company losses by undertaking expense management and profitability operations, while ensuring our brand management was in line with corporate policy.
- Responsibility over day to day centre operations, the hiring of staff and the curriculum delivery.

Achievements and Interests

- An accomplished dancer with training in step, set, ballroom/classical and modern dance I also attend classes in yoga, pilates and spinning.
- A volunteer "befriender" with the Mercy Law Resource Centre providing help to those in need.
- A keen interest in GAA and Rugby attending matches from club level to international whenever possible.
- Involved in fundraising for various charities throughout my time in school and university.
- Enjoy cooking and trying new recipes and combinations.

Skills

Detail: I have a keen eye for detail and give each task my thorough best.

Research: Highly skilled in the field of research; Ability to employ a plethora of methods; Data analysis and presentation; Ability to lead own research as well as coordinate and follow team research; Highly skilled with regards to secondary research.

IT: An IT proficient individual constantly staying up to date with developments in the area.

Communication and Interpersonal: Develop firm trusting relationships with people and possess both strong leadership and team-working skills. Have experience of interacting with people of many different backgrounds and in many different capacities.

Teamwork: Work well in a team, follow direction and take initiative when the opportunity arises. Can lead a team and follow.

Time management: Meeting deadlines and working to a high standard whilst juggling demanding deadlines and priorities.

References available on request.