

Hannah Vero

37 Castle Avenue
Clontarf
Dublin 3

13 September 2016

FAO Olwyn Downey
LK Shields

Re: Traineeship Application

Dear Madam

I refer to the above.

I wish to apply for a traineeship with LK Shields commencing September 2017. I am currently working for Matheson as a legal personal assistant and will be sitting FE1 exams this October.

I studied law at postgraduate level in Dublin Institute of Technology and graduated with a merit. I graduated from Trinity College in 2013 with a BA Hons in French and Italian. I speak French and Italian to an advanced level.

I am passionate about law. I have been working as a legal executive and legal personal assistant for the past 18 months. I am very client focused. Working in property law, I speak with clients on a daily basis. One of my favourite things about working in law is building strong client relationships. I am very sales oriented and enjoy seeing transactions come to a close. I have a strong foundation in property law and have also assisted in litigation matters. I work successfully in both small and large teams. I have transitioned from a team of ten to a team of six-hundred this year and I enjoy working in both environments.

I would love to be considered for the role of trainee with your firm.

Should you have any questions please do not hesitate to contact me at any time.

Kind regards

Hannah Vero

Curriculum Vitae

Education:

Postgraduate Diploma in Law, Dublin Institute of Technology.

(September 2014 - May 2015)

Grade: Merit

BA Hons Languages (French and Italian), Trinity College Dublin.

(September 2009 - May 2013)

Grade: 2.1

Professional Experience:

Matheson, Sir John Rogerson's Quay, Dublin 2

Legal Personal Assistant (March 2016 - Present)

- PA and legal secretary to three fee earners.
- Dictation and document processing.
- Creating and managing online data room for large scale commercial property sale, including liaising with selling agent and supplying and compiling bidder non-disclosure agreements.
- File management.

Moran and Ryan Solicitors, 35 Arran Quay, Dublin 7

Legal Executive (February 2015 - March 2016)

- Assisting in conveyancing and litigation matters.
- Liaising with clients and law firms at all stages of property transactions.
- Registering title and stamping deeds.
- Assisting with drafting deeds and contracts.
- Accompanying barristers to court.

Brown Thomas, Grafton Street, Dublin 1

Sales Associate - Max Mara (September 2012 - July 2015)

- Meeting high sales targets.
- Stock management and auditing duties.
- Visual merchandising and shop floor maintenance.
- Establishing and maintaining positive relationships with clients.

Max Mara Boutique, Rue du Four, 75006, Paris, France

Sales Associate (May 2012 - September 2012)

Responsibilities:

- Bi-lingual sales associate in luxury fashion boutique; second highest achieving seller out of a team of ten.

Languages:

English (Mother Tongue)

French (Fluent)

Italian (Working Proficiency)

References:

Academic: Edward Arnold (Head of European Studies, Trinity College Dublin)

Phone: 085 777 8086

Email: ejarnold@tcd.ie

Legal/Office: Caoimhe Connolly (Partner) or Mary Casey (Consultant), Moran & Ryan Solicitors.

Phone: 01 872 5622

Email: cconnolly@moranryan.com



Dr Edward J. Arnold
A/B 4106
French Department/Centre for European Studies
School of Languages, Literatures & Cultural Studies
University of Dublin
Trinity College
Dublin 2
IRELAND
Telephone : (00 353 1) 896 1836 (voice mail)
Facsimile : (00 353 1) 671 7118
ejarnold@tcd.ie

Dublin, 1st September 2016.

TO WHOM IT MAY CONCERN: REFERENCE

As one of my former students in the French Department at TCD, I have known Hannah Vero since 2009 when she arrived in Trinity. Hannah was in the top 5% of her promotion and always showed herself to be highly motivated and committed to her studies. She made relevant and insightful contributions in both French and English to seminars and lectures, and was a passionate and engaged scholar.

Hannah has a feeling for interdisciplinary studies and a broad intellectual appetite. She has a flair for constructing coherent and structured working hypotheses, and works well and effectively alone and under pressure.

She has an excellent grasp of two European languages (French and Italian) and can function remarkably well in different cultural contexts.

I would unreservedly recommend her application.

Dr Edward J. Arnold
French Dept/Centre for European Studies



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

DEPARTMENT OF ITALIAN
TRINITY COLLEGE
DUBLIN 2

Departmental Telephone and Fax: (01) 896 2062

To whom it concerns

Ms Hannah Vero entered Trinity College Dublin in September 2009 to read the four-year joint honours Moderatorship degree course in Italian and French. Ms Vero's module credits and results for Italian follow:

Junior Freshman (First Year) 2009/2010

Italian Language (20 ECTS): 45%;

Language modules: IT1001 Structures; IT1002 Reading; IT1004 Computer assignments; IT1005 Exam preparation; IT1009 Oral; IT1016 Active Italian.

Italian Literature (10 ECTS): 50%;

Literature and Culture modules: IT1011 Theatre; IT1012 Poetry; IT1013 Metrics and Genres; IT1014 Modern Novel; IT1015 Introduction to Literature; IT1021 History.

Overall Italian (total 30 ECTS): 48%, Grade III.

Senior Freshman (Second Year) 2010/2011

Italian Language (10 ECTS): 48%;

Language modules: IT2001 Structures; IT2002 Writing Skills; IT2003 Translation into Italian; IT2004 Computerised Translation; IT2009 Oral.

Italian Literature (10 ECTS): 56%;

Literature modules: IT2011 Lectura Dantis (Inferno); IT2012 Petrarch; IT2013 Medieval Short Stories; IT2014 Machiavelli; IT2015 Pirandello.

Italian Options (10 ECTS): 64%;

IT2021 Portraits of Fascism (Levi/Silone); BCSOC Broad Curriculum Sociology module.

Overall Italian (total 30 ECTS): 53%, Grade II.2.

Junior Sophister (Third Year) 2011/2012

Italian Language (10 ECTS): 54%;

Language modules: IT3000 Grammar; IT3001 Writing Skills; IT3004 Translation Strategies; IT3009 Oral; IT3021 Translation into Italian and Vocabulary; IT3022 Computerised Translation.

Dante (5 ECTS): 48%;

Dante module: IT3011 Lectura Dantis (Purgatorio/Paradiso);

Italian Literature (5 ECTS): 61%;

IT3023 Italian Society, Contexts, Texts, IT3024 Historical Narratives (Manzoni);

Italian Options (10 ECTS): 59%;

Option 1: IT3426 Pasolini, Option 2: IT3427 Writers and Politics during Fascism;

Overall Italian (total 30 ECTS): 56%, Grade II.2.

Senior Sophister (Fourth Year) 2012/2013:

B.A. with overall Second Class Honours, First Division (60%, Grade II.1)

Mary Keating
Senior Executive Officer



13 September 2016



7th September 2015

Ms Hannah Vero
Student ID: 09568646

This is to confirm that Ms Hannah Vero was a student of Trinity College Dublin reading French and Italian in a four-year Two-Subject Moderatorship degree course. Ms Vero obtained the following results in her French examinations:

Junior Freshman (1st Year) 2009-2010

Written language	54%	
Oral	52%	
Texts	60%	
Intro to Contemporary France	46%	
Overall	54%	II.2

Senior Freshman (2nd Year) 2010-2011

Written Language	47%	
Oral	53%	
Texts & Coursework	57%	
Overall	53%	II.2

Junior Sophister (3rd Year) 2011-2012

Translation / Resume	56%	
Essay / Oral	49%	
Option 1 Modern Autobiography	60%	
Option 2 Language, Society and Identity	64%	
Overall	56%	II.2

Senior Sophister (4th Year) Moderatorship Part II 2012-2013

Prose/Resumé	49.5%	
Oral	66%	
Translation / Essay	51%	
Option 1 Writing the Other	70%	
Option 2 Counter Revolution	70%	
Dissertation	70%	
Overall Moderatorship Part II	63%	II.1

Yours sincerely

Tracy Corbett

Tracy Corbett
Executive Officer
French Department





Rec
 02
 Mau

Notification of Results (Final Year) : Term 201415

Hannah Vero
 40 Clonkeen Rd
 Deansgrange
 Blackrock
 Co Dublin

C09568646 Vero, Hannah. DT547 PgDip in Law 1st Year

Semester	Module	CRN	ECTS	% Mark	Grade Comment
1	LAW 9015 Company Law	7832	10	47	
1	LAW 9017 Constitutional Law	7834	10	40	
1	LAW 9018 Criminal Law	7835	10	58	
1	LAW 9024 Property Law	7841	10	63	
1	LAW 9027 Torts Law	7842	10	70	
1	LAW 9028 Core Legal Skills	7843	10	73	

Award Classification : Merit, Lower Division

Please Retain This Document Carefully
All Examinations Results are provisional until ratified by Academic Council

