**Jack Lehane**

**Address:** Newtownpark Avenue, Blackrock, Co Dublin

**Mobile Phone:** 087 211 3019

**Email:**  jack.lehane@ucdconnect.ie

**Education:**

**2013-2015 Griffith College Dublin, South Circular Road, Dublin 8**

* Online Fe1 preparatory course, sitting final Fe1 examinations in March 2016

**2009-2013 University College Dublin**

* Bachelor of Business and Law – 2.1 Honours Degree

**2002-2009 Blackrock College Secondary School**

* Leaving Cert – 500 Points
* English A1

**1997 – 2002 Hollypark Boys National School**

**Work Experience:**

**December 2013 – June 2015**

**Smith Foy & Partners Solicitors**

* File Closing – Closed hundreds of files, searching for undertakings, receivables, or issues outstanding
* First hand experience with litigation files, will files, and property files, and also to a lesser extent licensing
* Lodged wills in the probate office
* Attended trial at High Courts
* Directed an intern who assisted me in file closing

**2010 – 2013**

**Stillorgan Kumon Study Centre, Stillorgan, Co Dublin**

* Held position as tutor
* Assisted children aged between 4-16 to master English and Maths skills
* Organised classroom environment
* Delegated work and managed time efficiently

**Other Work Experience:**

**June of 2011/2012/2013**

**Pro Events Limited**

Exhibitor Liaison for the Bloom Summer Festival in Phoenix Park

**May – July 2011**

**Business Exhibitions Limited, Sandyford Office Park, Dublin 18**

Database Administrator and Assistant at RDS events

**Further Qualifications**

* European Computer Driving Licence
* Proficiency with computers, especially with regard to Microsoft Word, Excel, Access and Powerpoint

**Information and Interests**

* Member of UCD AFC – captained team 2011 season
* All Ireland Harding Intervarsity Cup Winner 2010
* Volunteer with Setanta School for children with special needs in 2006
* Volunteer with Wells for Zoe group in Malawi, Africa in 2008

**References**

Mr Raymond Smith

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