



JOSEPH LEDDY

Trainee Applicant

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For the attention of the trainee coordinator,

My name is Joseph Leddy and I am a graduate of Business and Law in UCD, currently undergoing the FE1 examinations.

I have traditionally opted for legal modules with a commercial focus and business modules with financial aspects or practical, group-oriented projects. I consider myself to be a motivated individual with a keen ability to compose innovative solutions where required. I am a curious, life-long learner with an aptitude for radical collaboration and teamwork.

My time working in various collaborative industries, from a tax department in a professional services firm, a global investment bank and a commercial law firm to childcare and a night club, I have acquired and honed the necessary capabilities to excel in any position and take instruction and responsibility accordingly.

I have completed an 11 week internship in one of Ireland's leading commercial law firms where I was selected to represent the firm and partake in the London Vacation Scheme and am currently working in the Banking and Finance department of a leading corporate law firm.

Thank you for taking the time to review my CV. I would welcome any opportunity to discuss my suitability for this position.

Yours sincerely,

Joseph Leddy

Education:**Leaving Certificate Points:** 525**Undergraduate GPA:** 3.33**Professional Qualifications:**

Bachelor of Business and Law, Quinn School of Business and Sutherland School of Law, UCD.

FEI Candidate: Company: Passed 60% Constitutional: Passed 54% Criminal: Passed 51% Property: Undergoing October 2024 EU: Undergoing October 2024 Equity: Undergoing October 2024 Contract: Undergoing March 2025 Tort: Undergoing March 2025

Experience:**Pre Trainee at Flynn O'Driscoll LLP:** Current Position

- I serve as a pre trainee in the Banking and Finance department in the Dublin office where I report directly to the partner.
- My tasks consisted of ensuring files are up to date in line with the Law Societies regulations, drafting security documentation and ensuring compliance with the Companies Act, filing charges in the CRO and compiling the relevant land registry filings where required. The majority of my work consists of operating as the main point of contact on the Lender side for Pillar Bank clients.
- I also assist in drafting advice notes where required in relation to security documentation and conducting research into areas such as developmental finance. On a day to day basis I am tasked with working alongside the Property department and Corporate department regularly, requiring keen attention to detail and effective communication to ensure matters are closed out in line with client instruction in a timely and accurate manner.
- I have assisted with a variety of domestic and international corporates, mid-caps, SMEs, high-net-worth individuals, lending institutions and private equity firms in the Irish market in a range of secured banking transactions as well as working in transactions surrounding acquisition finance.

Intern at Eversheds-Sutherland Ireland: Summer 2023

- I served as an intern in the Dispute Resolution & Litigation department in the Dublin office where I reported directly to the partner. Owing to the diverse nature of Litigation, I operated on a variety of projects throughout the course of my internship and excelled in a pressurised environment and proved myself to be a valuable addition to the team.
- My tasks consisted of drafting correspondence, affidavits and other court related documents and ensuring their timely delivery to the central office and the corresponding colleagues in question. I assisted in the management of a large portfolio of High Court debt recovery proceedings. I partook in several discovery reviews and was responsible for assisting in briefing and attending counsel and created the required booklets for the relevant proceedings. I conducted a variety of research, ranging from Superior Court rules and precedents, to Judicial review proceedings and relevant EU directives and regulations as well as assisting in two pro bono matters.
- At Eversheds-Sutherland, I perfected my organisational, research and presentation skills. I adopted a practical, strategic and client focused approach to all matters I was presented with and proved myself to be an invaluable member of the team.

Intern at Eversheds-Sutherland London: Summer 2023

- During my time operating as an Intern in the Dublin office of Eversheds-Sutherland, after a rigorous assessment process I was selected to represent the firm over in the London office and partake in their vacation scheme. Over the course of two weeks, I was placed in two separate departments, FSDI and Pensions.
- My first week I sat in the Pensions department. Here I was tasked with a diverse range of tasks, including conducting competitor market research, drafting internal memos and attending client meetings.
- In my second week I was based in the Financial Services Disputes and Litigation department. Here, I assisted in a variety of matters stemming from contract rectification and professional negligence matters to assisting in providing advice to an Antique Art Dealer regarding AML obligations.

Investor Relations Analyst at J.P. Morgan: 2022 - 2023

- I served as a contact for a vast portfolio of clients and their corresponding investors. Answering client queries in a timely, accurate fashion and ensuring reviews are completed in a competent and responsible fashion. Providing demonstrations and answering prospective client queries during sales pitches is also a large component of this position. Working closely with global colleagues on a cross functional basis is a fundamental aspect of this position. Ensuring colleagues work is processed and submitted in an accurate and timely manner and client satisfaction is ensured.
- Proficient time keeping, organisational skills and responsible communication are skills that have enabled me to effectively manage multiple clients and investors. Keen attention to detail and the ability to take initiative enabled me to maintain increasing responsibility at J.P Morgan.

Staff Assist at Ernst & Young: 2021 - 2022

- At Ernst and Young I served as a Staff Assist in the Wealth Asset Management branch of the Tax department. My responsibilities entailed carrying out numerous tasks in the Wealth Asset Management and Tax department, such as liaising with clients and Revenue, updating internal and external systems, calculating and processing fees, researching and creating portfolios of competitive entities, reviewing financial information, taking minutes and assisting in client presentations as well as carrying out both advisory work and audits of tax.
- This position required numerical, interpersonal, time management and effective presentation skills. Consistent communication, organisational and analytical skills combined with attention to detail and MS Excel and Outlook proficiency were solidified during my time at Ernst and Young.

Senior Barman at Club 92 : 2017 - 2019

- During my undergrad I worked as a Barman in a busy nightclub on the weekends. Whilst I initially started out as a barback, owing to my dedication, functionality and motivation I was promoted to the position of a senior barman and towards the end of my time at Club 92 I managed one of the two bars in the venue.
- My role consisted of prepping the bar, ensuring the stock was in order, training and managing new staff, ensuring client satisfaction and compliance with health and safety procedures, as well as holding responsibility for the cash intake.

Languages :

English (native), Irish (native) and French (Intermediate).

Skills and Achievements :

- Strong interpersonal and communication abilities.
- High analytical capabilities and a keen attention to detail.
- Fortified client focused capabilities.
- Willingness to learn and seek out feedback.
- Accurate ability to present findings in oral and written formats.
- Fine tuned ability to prioritise accordingly and meet deadlines.
- Experiences customer services and key stakeholder skills.
- Flexible and organised.
- Alta 2021 participant.
- Violin and Piano Grade 5 achieved.
- Skilled mixologist.

Extra Curricular Activities:

- Traditional violin.
- Muay Thai.
- BJJ.
- Film.