

Laura Leogue
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PROFILE

A versatile, motivated graduate of Law and French LLB (University of Limerick) who is currently seeking a trainee position in a progressive law firm. I am looking for an opportunity to work with a knowledgeable and focused legal team, in a busy learning environment that will allow me to further develop my legal practice skills and knowledge. I am currently working as an assistant to the legal team at a general practice law firm. I have sat and passed my first set of Fe1 exams in March 2018 and I will be sitting further Fe1 exams in October 2018, with a view to commencing the Law Society PPC1 in September 2019.

WORK HISTORY

Legal Assistant, Stephen Walsh & Co. Solicitors, 38 South Main Street, Naas Co. Kildare.
September 2017 – Present.

Duties include:

- Progressing and finalising legal matters mainly in the area of civil litigation, debt recovery, family law and conveyancing.
- Assisting the solicitor in progressing civil and criminal cases including District Court and Circuit Court appeals, European Arrest Warrant matters, High Court bail applications, Judicial Review cases and High Court personal injury matters.
- Preparing affidavits, briefs, court pleadings and letters.
- Answering calls and corresponding with clients, witnesses and counsel.
- Attending District, Circuit and High Courts for criminal and civil matters.
- Responsible for conveyancing post-completion tasks such as registration of title and the scheduling of title deeds and documents. Assist the Legal Secretary with conveyancing files from the pre- to post –completion stage.
- Writing blog articles on different aspects of the law for promotion of the firm on its' website and social media channels.
- Providing general administrative support including transcribing dictation and maintaining the file management system.

Legal Secretary, Fitzgerald & Co. Solicitors, 35/36 Aaran Quay, Dublin 7.

August 2017.

Duties included:

- Responsible for transcribing and proof-reading correspondence and documents.
- Drafting letters and client attendances.
- Providing reception cover, answering calls and diary management.
- Maintaining and updating files using case management system.
- Carrying out other ad hoc duties as required.

Sales & Marketing Executive, Electric Ireland, Dublin. May 2014- Jan 2015

- Provided clerical support to the sales team through the performance of various administrative and research tasks.
- Compiled and maintained accurate sales channel campaign reports.
- Liaised with sales channel representatives in relation to data management on a daily basis.
- Managed confidential business process reports for the team and assisted in creating sales reports for the SME Sales Team.
- Participated in the market research for Electric Ireland's national marketing campaigns for 2014.

Other Work Experience:

I worked in the hospitality industry throughout my time as an undergraduate student.

- **F&B Assistant. The Heritage Killenard Hotel, Co. Laois.** February 2016-November 2016.
- **Waitress, St. Botolphs Club, Boston Massachusetts.** May 2015- August 2015.
- **Bar Person. Coppers Late Bar, Portlaoise Co. Laois.** April 2013- May 2015.

EDUCATION

Final Examinations Part 1, The Law Society of Ireland.

March 2018

Criminal Law	68
Contract Law	56
Property Law	58

I will be sitting the Fe1 exams in October 2018 in the subjects of Tort law, Equity & Trusts and Company Law.

Law Plus French and New Media & Cultural Studies, LLB. Second Class Hons.

University of Limerick,

2011-2017.

Studied a wide range of law, languages and arts modules including:

Equity & Trusts
Land Law
Law of Evidence
Criminal Law
Contract Law
Law of Torts
Constitutional Law

French Language & Society
French Politics & Society
French for Business
The Global Politics of the European Union
Advanced Lawyering Skills
New Media Studies
Jurisprudence
Administrative Law
Information and Content Development

Advanced Lawyering Project – Year 4

As part of the final year assessment, I participated in a legal research project, ‘*The Traveller Community’s Socio-Economic Rights in Ireland: An Investigation*,’ which was completed under the supervision of Dr. Susan Leahy (UCC) and Dr. Kathryn O’Sullivan (UL). I was part of a group of six students who investigated the issues surrounding Irish Traveller’s rights in three socio-economic areas – health, education and housing.

My area of research was focused on the right to health, with particular emphasis on the issue of the impact of poor social housing provision in Ireland and the effect it is having on the Irish Traveller Community’s health outcomes. As a result of completing this research project, I further developed my skills in legal research, critical analysis and writing. In May 2017 we presented our main findings to members of a Traveller Community group at Plassey House at the University of Limerick. We subsequently published a formal written report, which included recommendations for law and policy reform on Irish Traveller’s rights in Ireland in relation to these three key socio-economic areas.

Leaving Certificate Examination (455 points)

Scoil Christ Rí, Portlaoise, County Laois.

2011

English (B2) Hons History (C1) Hons Geography (B1) Hons French (C1) Hons

SKILLS & LANGUAGES

- Proficient in Microsoft Outlook, Word, Power point & Excel.
- Proficient in using Exped8 case management system.
- Experienced in carrying out in depth legal research and critical analysis of case law.
- Intermediate French oral, reading and writing skills.
- Accustomed to working efficiently and co-operatively with others in professional team environments.

INTERESTS

- My interests include running and going to the gym. I participate in amateur running events throughout the year.
- In July 2016 I took part in the Four Peaks Four Provinces Challenge with KPMG, in aid of the Irish mental health charity Aware.

References available on request