

Curriculum Vitae

Name: Leah Keating

Email: leah.j.keating@gmail.com

Phone: 085 169 3691 / 0415 166 033

UCD law graduate and paralegal with a strong academic record and experience working in a leading Australian consumer law firm.

Education

University Education: Bachelor of Civil Law, University College Dublin, Ireland (2017 - 2021)

1st – 3rd Year Average Grade: 3.56 GPA (2nd Class Honours, Grade 1).

4th Year Grade: 3.73 GPA (1st Class Honours).

Graduating Grade: 3.66 GPA (2nd Class Honours, Grade 1).

Law Society of Ireland: Final Examination Part One (2021 - 2022)

Passed all eight exams, transcripts available on request.

Work Experience

Slater and Gordon Lawyer, Melbourne.

May 2023 - Present

Position: Senior Paralegal - Class Actions Department

- Work as part of a team representing over one million Australian consumers in three class actions against three major Australian banks.
- Document client inquiries and maintain an organised filing system to ensure timely client communication.
- Draft client communications for a diverse client base in a clear and understandable manner.
- Train junior paralegals to ensure that all clients receive consistent, high-quality assistance.
- Utilise strong time management skills through task allocation for junior paralegals and drafting daily task management plans.

SG Fleet Group, Melbourne.

February 2023 – May 2023

Position: Salary Packaging Consultant

- Educated and advised clients on any tax and/or legislative changes impacting their salary sacrifice accounts and products.
- Ensured that client applications complied with policies and taxation requirements.
- Assisted with regular audits of transactions and processes to keep all company activity compliant with the relevant legislation and company policies.
- Proactively used daily workflow management tools to ensure that project deadlines were met and clients received prompt responses to their queries.

RFA Investments (The North Face), Dublin.

August 2020 – November 2022

Position: Supervisor

- Led sales team, surpassing targets by 54%, generating €970,000 in revenue in Autumn/Winter 2021.
- Completed weekly sales reports to track team progress.
- Managed stockroom and maintained optimal stock levels through coordination with the head office.
- Delivered ongoing training, conducted performance reviews, and supported recruitment efforts, including CV reviews, interviews and onboarding.

Pastimes and Achievements

- Possess a keen interest in fitness and enjoy weightlifting and swimming.
- Played the oboe and cello with the CMEF International Youth Symphony Orchestra.
- Enjoys travelling, spent a semester studying abroad at Utrecht University, The Netherlands. Currently spending a year travelling and working in Australia and South East Asia.

References

Available on request.