**Leah Mooney**

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**PROFILE**

An ambitious, focused and forward-thinking Graduate of Law & Society at DCU. Alongside excellent time management and strong intellect, I demonstrate strong commercial and client-focused interpersonal skills with considerable tact.

**EDUCATION**

St. Joseph’s Mercy, Navan Junior Certificate (2011- 2015)

Our Lady of Mercy College, Beaumont Leaving Certificate (2015 – 2017)

Rathmines CFE Diploma in Business & Legal Studies (*Distinction)* (2017 – 2018)

Dublin City University Bachelor Degree in Law & Society (BCL) 2.1 (2018 – 2021)

**WORK EXPERIENCE**

**Hayes Solicitors LLP, Dublin 2** April 2022 – December 2022

**Legal Intern (Healthcare & Commercial)**

* Undertake reviews of sensitive Data
* Prepare Preliminary drafts of detailed and instructive letters to Counsel and Experts in order to assist with defence litigation
* Prepare Preliminary drafts of Notice of Particulars to obtain Discovery
* Attend on Counsel
* Summarise Expert Reports
* Compile Chronology regarding sensitive medical records
* Attend Proofing meetings
* Prepare Briefs
* Comply with company and client GDPR mandates

**Mangan & Company Solicitors, Dublin 2** September 2021-April 2022

**Legal Intern (Family law)**

* Draft, revise and review a wide range of legal documents
* Prepare Briefs for Counsel
* Attend Court hearings
* Manage and collated *Inter Partes* correspondence
* Liaise with clients
* Organise an intricate filing system
* Draft transcripts from dictations

**New Look, Omni Shopping Centre, Santry** November 2019 – Present

**Supervisor/Sales Assistant**

* Manage stockroom operations
* Upsell products to customers by recommending add-ons to their purchase
* Deliver positive customer service
* Maintain seamless and accurate cashflow
* Monitor sales, KPIs & UPT’s
* Follow daily briefings

**Tesco, Artane Castle Shopping Centre** June 2019 – October 2019

**Bakery Assistant**

* Manage a high risk environment
* Comply with health and safety regulations
* Ensure stock was correctly prepared
* Delegate routine tasks

**Fitzer's Catering** September 2016 - January 2019  
**Waitress/Barista**

* Multi-task by taking orders and prepping food
* Ensure compliance with rigorous health and safety standards
* Recommend food pairing to ensure a seamless and enjoyable customer experience

**SKILLS**

*SOFT SKILLS*

Leadership skills | Team-Work | Active Listening | Organisational skills |Interpersonal Skills | Communication | Persuasion | Motivation | Attention to Detail

*HARD SKILLS*

Legal Writing | Legal Research | Negotiation | Computer Literacy | Business Administration

**Achievements**

*Secondary School*

* Deputy Head Girl (2017)
* Diligence Award (2016)
* Perfect Attendance Awards (2011-2017)
* German Prefect (2017)
* Student of The Year (2011)
* Student Council (2012 – 2014)

*University*

* National Moot Quarter Finalist 2021
* DCU Grand Moot Finalist 2020
* Arthur Cox Negotiation Competition Participant 2020
* DCU FLAC Treasurer (2019/2020)
* Certificate in STAND Global Issues (2018)
* Final Year Class Rep 2020/2021
* Level 5 Certificate in Communications
* Level 5 Certificate in Microsoft Applications
* The Law Society Access Scholarship 2021

**REFEREES**

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| **Caroline Crowley** | **Avril Mangan** | **Dr Aisling De Paor** |
| **Consultant** | **Principal Solicitor** | **Chairperson of BCL Degree & Associate Prof.** |
| **Hayes solicitors LLP** | **Mangan & Company solicitors** | **Dublin City University** |
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