

CURRICULUM VITAE

Personal Details



Name: Leah Traynor
Address: 85 Clonliffe Road
Drumcondra
Dublin 3
Mobile: 086 403 1242

Further Training/Education:

Law Society FE1 Examination

Four examinations passed and four examinations pending. I intend to have all FE1's completed by March 2017.

BA in Law – DIT College, Aungier Street September 2010 to June 2013

I studied for my Law degree part-time whilst working full-time and completed my degree in June 2013 obtaining a 2.1.

Legal Studies Diploma QQI (FETAC) award July 2008 to April 2009

Legal studies in the specialist knowledge and understanding that is required to work within the legal profession or the legal department of a large firm.

FÁS course in Computer Applications and Office Skills September 2003 to December 2003

Applications included MS Word, MS Excel, MS Access, MS Publisher, File Management, and Payroll (manual & computerized).

De La Salle College 1998 to 2003

Leaving Certificate

Employment History:

Mason Hayes and Curran January 2015 to present – Legal Executive

I am working in the Commercial Litigation Department reporting to a partner and senior associate. My role is quite varied and consists of the following:

- Researching legal points
- Preparation of pleadings and briefs for counsel
- Drafting correspondence and assisting with client files
- Arranging for stamping and filing of documents in the Central Office
- Attending settlement meetings, court hearings, client meetings and conference calls

A&L Goodbody Solicitors February 2014 to January 2015 – Legal Assistant

I worked with a team of fee-earners within the Property Department. As such I have developed knowledge of practice and procedure in such a dynamic department.

John Quinn Criminal Solicitors October 2013 to January 2014 – Legal Assistant

I joined John Quinn Solicitors on a temporary short-term contract to gain further exposure to the law and to gain some insight into working in the courts. My role was varied and included both secretarial skills and legal executive work. My main duties consisted of:

- Attending counsel in consultations with client within both the office and visits to the prisons
- Maintaining the district court files and the court diary
- Arranging for stamping and filing of documents in the Central Office

Maples and Calder Corporate Law Firm June 2010 to September 2013 – Legal PA

I worked in this position full-time while studying for my law degree.

F.F. Gorman and Co. Patent and Trademark Attorneys May 2009 – May 2010 – Legal Assistant

- Drafting correspondence
- General administration duties
- Attending the Irish Patents Office daily

McCabes Pharmacy Fragrance and Cosmetics Counter June 2008 – April 2009

I worked part-time whilst studying for my legal diploma.

Dalmac Recruitment and Aviation Services September 2007 - June 2008 – Travel and Events Co-ordinator

- Maintaining the recruitment diaries, staff travel, recruitment/ training course bookings and coordinating the training course schedules
- Responsible for billing and invoicing in the bookings department
- Travel to Italy and Portugal to participate in recruitment events

*Unfortunately, my position was made redundant due to the downturn in the economy.

Travelling period from 2005 to 2007

I travelled to South Africa, Asia and Australia on a working holiday visa working on short-term contracts to include the Cancer Institute of NSW, Australia and GSP, Australia

Aerlingus Head Office 2004 to 2005

I was employed to work in the revenue department as a junior administrator.

Charity Work/Other interests:

- Volunteer work with FLAC since 2014
- Women's Mini Marathon - in aid of Irish Kidney Association
- Calcutta Charity run - representing Mason Hayes & Curran
- Marino College – Dressmaking Jan 2014 to May 2014 (evening course)
- Marino College - Make up, Skin and Beauty Course Jan 2008 to May 2008 (evening course)
- Grafton Academy - Fashion Design and Dressmaking 2004 to 2005 (evening course)
- Millbank Theatre – Acting classes 1994 to 1999

References:

Eimear Collins (Partner)
Mason Hayes & Curran
01 614 5251

Colm Farrell (Senior
Associate)
Mason Hayes & Curran
01 649 5821

Robin McDonnell (Partner)
Maples and Calder
01 6192000