**LEONA CASSIDY**

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EDUCATION:

*Year Graduated* *Grade*

- Beech Hill College 2011 Leaving

Certificate

- City Colleges 2013 B Credit

(*Criminology*)

- Dublin City University 2015 2:1

(*Bachelor of Civil Law)*

WORK EXPERIENCE:

- **Legal Executive**

*O’Hanrahan Quaney Solicitors* (May 2015 – Present) – Fairview, Dublin 3.

I act as a key member of the legal team supporting the solicitors in their day to day legal activities including preparation of court submissions, pleadings and liaisons with counsel, engrossing documents and processing dictations. Other duties include preparing legal bills for approval and working effectively under pressure to deliver results while working to tight deadlines.

- **Legal Intern**

*Dublin Airport Authority (daa)* (Sept 2014 – May 2015)

Various tasks that I carried out on my internship include; legal document drafting and handling; assessing commercial legal opportunities in other jurisdictions; researching various legislation; reviewing case files; attending the Four Courts; assisting in the drafting and amendment of bye-laws; working as part of a team with the entire legal team as well as working along with other various departments within the daa such as finance and human resources; I also assisted in working on various litigation and pre-litigation and personal injury cases.

- **Chairperson**

*DCU Debate Society* (Sept 2012 – Present)

Chairing is a key role on the DCU debate society committee. I organised committee meetings once a week. I raised issues and ideas in our weekly meeting and from here effective decisions were made for the society. I worked along with the committee to organise weekly debates, training sessions in both debating and public speaking, and as well as this I organise teams for debating competitions throughout Ireland. I was on the committee for three years.

- **Shop & Deli Assistant**

*Wrights Food Fayre* (June 2014 – May 2015) – Dublin Airport

- **Waitress**

*Castle Leslie Estate* (Nov 2013 – May 2014) - County Monaghan

- **Waitress**

*Beaumont House* (June 2013 – November 2013) – Dublin 9

- **Waitress/Floor Staff**

*Westenra Arms Hotel* (March 2013 – June 2013) – County Monaghan

- **Receptionist (J1)**

*Martha’s Vineyard Family Campground* (May 2012 - August 2012) – Boston, USA

At the busy front desk I managed reservations and greeted guests. I handled reservations on the phone as well as in person. I also managed the tills in the adjoining store and I was responsible for balancing both the retail till and the reception till as well as credit card sales.

HOBBIES/ACHIEVEMENTS:

**- DCU Open** (March 2015) – Dublin City University

The DCU Open is an open intervarsity debating competition held annually and hosted by DCU Debate society. I was involved on the DCU debate committee for three years and each year organised this event alongside my committee. This is an event which requires a lot of organising and work as students all over Ireland participate in to compete in various debates.

- **Human Rights/ Business Brigade** (March 2014) – Panama

I worked along with Panamanian lawyers to provide pro-bono legal consulting on a ten day brigade in Panama. I volunteered in remote communities that are under resourced and largely unaware of their legal rights. I also held legal educational workshops tailored to the community on various human rights and business topics.

- **DCU Mentorship Programme** (2013/2014)

The programme runs for six months and I was paired with an alumni mentor in my second year of University for the purposes of careers and personal development. I was paired with Maureen who works as an in-house legal role in Dublin Airport Authority. Maureen was my mentor for the programme. I carried out work shadowing as part of the programme and continued to shadow Maureen and eventually become her intern in the legal department of the daa.

- **Ballymun Comprehensive School Debate** (2013)

I worked along with RAG society where I assisted secondary school students to organise a debating event for their history project by teaching them various public speaking skills.

- **Volunteer** (January 2012) – Irish Cancer Society

I organised an event in my hometown to help raise awareness of breast cancer, which I raised €1,500 for the Irish Cancer Society.

- **Intergenerational Learning Programme** (2012) – Dublin City University

This is a programme organised by DCU. I participated in this as a student volunteer, where I assisted in teaching elderly people, aged 60 years and over, basic computer skills.

- **Fitness**

 I am also an active member of the DCU gym which I attend at three to five times a week. I particularly enjoy swimming and weight exercises.

REFEREES:

Dr Brenda Daly, Ms Maureen O’ Hara,

BCL Programme Chair, In-House Role,

Dublin City University Dublin Airport Authority

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