

LAURA MCLEAN

148 West 28th Street, Apartment 3, New York, NY 10001
(917) 414-0165 (cell) · mcllaura@hotmail.com

EDUCATION & QUALIFICATIONS:

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| New York State bar examination – Passed | Feb 2007 |
| MPRE – Passed | Aug 2007 |
| Admitted to NY State bar | Jan 2008 |
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| Mountbatten Internship Program – New York, NY, USA | 2003-2004 |
| Cambridge Certificate in International Business Practice | |
| <i>Research Assignments:</i> Managing the Market; Managing Information | |
| <i>Overall academic ranking:</i> Distinction | |
| <i>Activities:</i> Resident Associate | |
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| Queens University of Belfast – Belfast, Northern Ireland | 2000-2003 |
| LLB Single Honors Law, 2000-2003 | |
| <i>Overall academic ranking:</i> Upper Second-Class Honors (2:1) (magna cum laude equivalent) | |
| <i>Activities:</i> Member of the Student Law Society | |

EXPERIENCE:

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| Nesenoff & Miltenberg, LLP – New York City | 12/20/07 – 1/20/08 |
| <i>Temporary Case Assistant</i> | |
| - Prepared deposition summaries for upcoming case | |
| - Assisted attorneys in final preparation for trial including typing documents, proofreading documents and compiling legal binders of exhibits and testimonies | |
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| Custom F/X, Inc. – New York City | 10/13/05 – present |
| <i>Legal Assistant</i> | |
| - In charge of reviewing, managing and maintaining all contracts with clients, including breakdown of payments | |
| - Prepare and administer standard agreements with vendors | |
| - Act as project manager, compiling quotations, serving as the main point of contact for clients | |
| - Coordinate delivery and ordering of all electronic equipment as needed | |
| <i>Office Manager</i> | 9/17/03 – 11/04/04 |
| - Supervised and organized 15 technicians allocating time periods dependent on job specifics, ensuring the correct parts were ordered and the appropriate paperwork was ready | |
| - Ran entire schedule for in-house and sub-contracted projects | |
| - Coordinated all invoicing (approximately 50 jobs per week) | |
| - Trained, supervised and appraised my replacement for a period of four months | |

MEMBERSHIPS:

- Member of the New York State Bar Association
- Member of the New York County Lawyer's Association