

EXPERIENCE

Company – In-House Legal Consultant

(Hitchin, UK. May 2018 – Present)

- Produced distribution contracts between the business and [clients], who now serve as distributors of meals, which allowed for a 40% increase in meals sold on a weekly basis.
- Consistently verifying all meals made available to the public are compliant with the Food Standards Authority, Trading Standards and the Advertising Standards Authority, which ensures the company's Health and Safety aspects are in order.
- Explained, to the Director, clauses of the lease that ought to be renegotiated which led the business to securing a longer-term lease with break clauses allowing the final agreement to be far better suited to the needs of the start-up.
- Assisted the solicitor, acting on behalf of the company, throughout the incorporation process by providing all the required information while advising and recommending what business structure would be most beneficial to the company, without exceeding budget costs.
- Reviewed, entered and updated company formation on Companies House to ensure compliance with legislative procedure.

[London Law Firm] – Corporate Paralegal

(London, UK. Mar 2019 – Oct 2019)

- Single-handedly managed a pro-bono case providing essential documents, for example Articles of Association, to the corporate client with zero cost overruns.
- Managed post-completion steps; including transaction bibles, filing security documentation at Companies House, and ensuring that any undertakings given by the firm were satisfied.
- Assisted with the management of virtual data rooms and supporting deals with the corporate team by drafting ancillary documentation for share purchases and related transactions.
- Co-ordinated and liaised with solicitors acting for the other side of the transaction to manage the condition precedents process and complete banking and finance transactions.
- Drafted standard form debentures, security agreements, and facility agreements from heads of terms and completed general tasks such as conducting legal research, proof reading and printing allowing the more senior colleagues to complete more tasks that are indispensable.

[Medical sector] – Administrative Assistant

(Stevenage, UK. Nov 2018 – Mar 2019)

- Provided legal advice, to settle a commercial contract breach, which granted a mutually beneficial solution to both parties.
- Consistently maintained at least 20% above the average data-entry rate ensuring more time consuming tasks were completed.
- An aptitude for Mathematics, in particular, enabled, enabled me to adopt a methodical approach, therefore making me very organised when carrying out data entry tasks.

Hamilton Davies Solicitors – Legal Assistant

(Stevenage, UK. Nov 2016 – Dec 2016)

- Frequently communicated with clients to understand their needs concerning their will that developed the ability to assimilate new information and adapt to a commercial environment.
- Reorganised Partner's schedule to improve efficiency and allow allocation of time for tasks that are imperative.
- Drafted, photocopied and filed vital documents, such as Wills Trust documents, letters and attendance notes.

EDUCATION

Nottingham Law School – Legal Practice Course with Masters

(Nottingham, UK. Sep 2017 – Oct 2018)

- **Merit achieved.**
- **Electives:** Corporate Finance (**70%**), Private Acquisitions (**60%**) and Private Client (**58%**).
- **Dissertation Title:** The potential impact of the inclusion of the buyers' remedies, contained in the Vienna Convention, into English sales law.

De Montfort University – Business Law (LLB)

(Leicester, UK. Sep 2013 – June 2016)

- **Class 2:1 achieved.**
- Including Commercial Law (**70%**) and Company Law (**71%**).

SKILLS AND QUALITIES

- **Legal Databases:** Westlaw, LexisNexis, Practical Law
- **IT Competency:** Proficient at using Microsoft Office and Adobe software including: Word, Excel, OneNote and PowerPoint
- **Other:** Legal Writing and Research, Drafting, Due Diligence, Communication, Time Management, File Management, Adaptability.

AWARDS

- UKMT Maths Challenge Silver Certificate.
- Silver medallist in the Eastern AA Combined Events Championships. This consisted of all of the athletes in the East of England.
- Gold medallist in the Hertfordshire Championships for the 100m.

INTERESTS

- **Member of the DMU Law Society:** I gained an insight into the legal profession through talking to solicitors, visiting law fairs and attending court trips. I engaged in many group activities with guest speakers, attended, and presented mock trials to children at schools about how the law works and how it can be applied in day-to-day situations.
- **Trading:** is one of my main interests. I keep up to date with market forces by reading in-depth news and conducting analysis on stock trading platforms.
- **Technology:** is also a big interest of mine. I read consumer tech publications like Wired and TechCrunch on a regular basis.
- **Sport:** Selected to represent Hertfordshire Athletics team in multiple regional competitions, De Montfort University Football 1st Team and captained Nottingham Trent indoor 5-aside Futsal Team.
- **Esports:** Silver Medallist in the ePremier League FIFA Global Series Club Playoffs for Chelsea Football Club.