

# [CANDIDATE NAME]

[ADDRESS]

Mobile:      Email:

## EDUCATION AND QUALIFICATIONS

**2017 to 2021**

**University of Liverpool- LLB Law with a Semester in China  
and Semester in Industry**

- First year: **67%**
- Second year: **69%**
- Semester in China: **65%**
- Semester in Industry: **pass**
- Final year: **72%** average (second semester pending)

**2010- 2017**

**St. Mary's Comprehensive School, Newcastle**

- 3 A Levels: Maths (**A**), History (**B**), Spanish (**B**)
- EPQ about Brexit's effects on UK Law (**A**)
- 10 GCSEs: **4 A\***, **6 A** (including Mathematics, English Literature and English Language)

## LEGAL WORK EXPERIENCE

**June 2021**

**Vacation Scheme  
Hay & Kilner, Newcastle**

- Conducted in-depth legal research using Practical Law, Westlaw and Lexus Nexus to provide legal background on live cases
- Efficiently summarised case files to write accurate witness statements for clinical negligence cases
- Wrote advice letters relaying the client's legal issues and possible options in a simple yet understanding manner

**January 2021 – Present**

**Caseworker  
National Centre for Domestic Violence**

- Conducting one-on-one interviews with domestic violence victims to draft their witness statement to enable them to make their court application for an emergency non-molestation injunction
- Establishing a professional and trustworthy relationship with clients by catering my communicative manner depending on each client and their situation

**January 2021 – May 2021**

**Student Volunteer  
University of Liverpool Law Clinic**

- Independently interviewed clients applying for Personal Independence Payments (PIP) to understand their situation whilst simultaneously completing their PIP2 form
- Adapted my communication style depending on each individual client's situation and disability to gain the correct amount of information to ensure a successful PIP application

**October 2020 – Jan 2021**

**Student Volunteer  
University of Liverpool Law Clinic: Immigration Law**

- Worked in a team with students and solicitors to help the family reunion of three Syrian refugee clients
- Took instructions from clients, participated in client interviews by explaining our client care letter and asking for personal details to update our AdvicePro case file
- Took verbatim interview notes to create attendance notes and update my team on all relevant client information
- Completed research tailored for each client's needs to write advice letters outlining their options and how likely their applications would be

**November 2020 – Present**

**Editor of the Liverpool Law Review  
University of Liverpool**

- Responsible for proofreading all submissions and grading them based on literacy, topic interest and reliability of sources
- Managing my own allocated authors by suggesting edits to their essays and setting personal deadlines with them so, as a team, we produce a high-quality journal
- Promoting the Law School to showcase our intellectual strength and academic talent

## OTHER WORK EXPERIENCE

### November 2020 – Present COVID-19 Test Assistant

- Giving straight forward and easy to understand instructions to guide patients through the intrusive procedure to prevent void tests and ensure all tests are accurate
- Recording all test results at exactly 30 minutes and sending the texts out to patients immediately
- Create a safe and comfortable environment for each patient so they are confident in asking questions and performing the test correctly

### July 2020 – Present Canvas Coach University of Liverpool

- Assisting the University's transition of Virtual Learning Environments, from Vital to Canvas
- Hosting training sessions on Teams for teaching staff to teach them how to efficiently organise their modules and maximise their use of Canvas' new functions
- Constantly being a support system for teaching staff if they have any questions or issues they need resolving immediately

### August 2020 – Present Waitress Kasbah Restaurant, Liverpool

- Being aware at all times of customer needs and tailoring my menu recommendations towards each individual
- Upselling certain menu items to enhance customers' dining experience and create more revenue for our business
- Listening to customer feedback and advising the owners on which food items to reintroduce to the menu to improve customer satisfaction, and increase our sales and customer retention
- Experiencing the current climate of business and economics during a noticeable drop in foot fall

## POSITIONS OF RESPONSIBILITY

### August 2020- Present Study Abroad Buddy University of Liverpool

- Independently helped four students in their transition to Liverpool by meeting up with them personally to ensure they are comfortable in their international move
- Providing advice on any issues or questions they may have by being constantly available and staying in contact with them on various platforms of social media, email and face-to-face meetings
- Volunteered to help promote studying abroad at the XJTLU, and University of Liverpool fairs, talking about my experience and encouraging others to sign up

### September 2020- Present Regional Representative SolidariTee

- Helping organise and promote university-wide initiatives to raise awareness and funds for legal aid for immigrants and asylum seekers in Greece
- Storing, packaging and posting around 200 orders a month for our online t-shirt website
- Sending out all parcels within our 5-day guarantee with each t-shirt making a profit of £8.20 each which goes straight to legal aid

### February 2021 – March 2021 Interviewer The Times

- Using my social network within the University to interview final year students to gather data for High Fliers Research about graduate employers
- Independently coordinated groups to interview via Zoom that allowed the optimum number of interviewees whilst still being efficient

## EXTRA QUALIFICATIONS

- **CPD Certificate in Mediation Awareness**, Solution Talk- two-day workshop enhancing my skills in ADR methods, self-awareness and impartiality
- **Law Extra award-** attended 7 extra-curricular lectures to increase my understanding of the role of law and lawyers in society and gain insight into experiences of the working lives of different types of lawyer
- **Sustainability in Action module-** looked in detail at the United Nations' 17 Sustainable Development Goals and discovered how we, as a society, can become more sustainable to help our planet
- **1<sup>st</sup> Dan black belt in Kensho Karate-** committed for 8 years and competed nationally and internationally for England B squad throughout the country. Was also a karate coach for younger children, helping them through their various belt gradings