

Bristol
LinkedIn: <https://www.linkedin.com/in/>

Personal Profile

An enthusiastic, hard-working and committed postgraduate law student with an interest in property law. As an undergraduate law student, I successfully secured and completed five work experience placements. I am capable of working in a fast-paced environment and meeting strict deadlines. I possess great research, organisational and communication skills. Currently seeking a Paralegal opportunity to help me enhance my skills and gain more experience whilst pursuing my legal career.

Core Qualifications

Bachelor of Laws, University of the West of England, Bristol, Graduated in 2020 with a 2:1(63%)

Key Skills

Teamwork

- Created interpersonal relationships within university and part-time job.
- I collaborated with classmates to create and present a group presentation at university.
- I successfully organised and helped a team of trainees in order to achieve maximum efficiency.

Communication

- Improved verbal communication by speaking to customers at work.
- Developed my communication skills in university presentations and mooting.
- Improved verbal communication by relaying information to solicitors during work experience.
- Communicated and incorporated myself well with members of staff from a different restaurant.

Organization

- I am committed to completing all work to a high standard.
- Capable of managing people and using my initiative in order to complete tasks.
- Co-ordinated and helped raise money for charity by connecting my employer and charity.
- Improved work prioritisation and maximum efficiency by managing part-time job, meeting university deadlines and voluntary work.

Education

2016 – 2020 University of the West of England, LLB Law, Overall Grade 62%

- 1st Year modules: Foundations for Law, Constitutional Law, Law of Contract and Criminal Law
- 2nd Year modules: Law of Torts, Land Law, Sports Law, Commercial Law
- 3rd Year modules: Equity & Trusts, European Union Law, Company Law, Law of Financial Crime and Regulation

2015- 2016 City of Bristol College

- Access to Higher Education Modules: Psychology, English Literature and History

Work Experience

May 2017 – Present, Waiter

- Responsible for dealing effectively with customers' complaints.
- Requesting and relaying important information to the customers.
- Ensuring hygiene standards are held and overall guaranteeing the smooth-running and efficiency of the restaurant.

September 2019, Work Experience,

- Completed research tasks relating to intestacy law.
- Took notes in a client meeting.
- Research tasks dealing with road traffic offences and possible outcomes.
- Researched law on protection on endangered species and gave possible outcomes to scenarios.

February 2019, Work Experience,

Bristol

- Overlooked Paralegals and Trademark Service Managers.
- Generated case files and completed check lists for claims.
- Completed TM3 forms for registering a trademark in the UK.
- Researched trademark fees for different names and presented them to the client.

January 2019, Work Experience,

Solicitors, Bristol

- Produced case summary on land dispute.
- Drafted emails, letters and minute meetings.
- Relayed information requested information to Solicitors after research.
- Produced employment contract and staff handbook using Practical Law.
- Completed research tasks regarding company re-registration.
- Assisted with due diligence regarding an asset purchase transaction.
- Successfully created spreadsheets to show clients status in various companies.
- Examined case facts to ensure that information from client and evidence did not contradict.

December 2018, Work Experience,

Bristol

- Overlooked the initial case opening process.
- Researched asset value at date of death.
- Performed ID checks to enable the firm to apply for Power of Attorney.
- I learned the process of selling and transferring shares with Equiniti.
- Traced clients' wills and checked family trees using various companies to resolve clients' debts.

April 2017, Work Experience, Allen Hoole Solicitors, Bristol

- Overlooked Barristers in Crown Court, which enabled me to understand cases from a defence perspective and understand how a defence is built.
- Shadowed Solicitor in Magistrates Court, which enabled me to watch a defence strategy.
- Gained experience of client interviewing and adapting communication to suit clients.
- Verified police interview footage, cross-referenced with clients written statement and gave advice on the possible outcomes.
- Gained knowledge on guidelines and custody threshold, this helped me understand sentencing.

References available upon request