

JANE SMITH

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PERSONAL PROFILE

I am a Paralegal Assistant with 10 months practical experience within a busy Residential Conveyancing Department and 6 months dealing in both Commercial Property and Residential matters. I have worked closely with a Trainee and this has confirmed my aspirations in becoming a Property Solicitor. I thoroughly enjoy the tasks given me, especially being given responsibility and at times, able to deal with matters independently, whilst under the guidance of my Trainee Solicitor. My strengths are my ability to learn very quickly and to take on new tasks, together with my excellent communicational skills. What is important to me is to do the best that I can, to grow with the company and to work well with everyone in a busy team.

Availability: Immediate

Salary Expectations: £Market Rate

EDUCATION AND QUALIFICATIONS

Sept 2006-June 2007	The College of Law, London Legal Practice Course Elective subjects: Commercial Property, Employment Law & Family Law Distinction
Sept 2005-June 2006	The College of Law, London Graduate Diploma in Law Distinction
Sept 2001 -June 2004	University of Barnet BSc Econ Politics & History 2:1 (Hons)
Sept 1994-June 2001	Barnet High School ALevels: English Literature (A), French (A) & History GCSE's: Biology (A), Chemistry (A), English Language (A), English Literature (A), French (A), German (A), History (A), Mathematics (A) & Physics (A)

WORK EXPERIENCE

January 2008- present	Total Law Solicitors, Hertfordshire. Paralegal – Residential Property <ul style="list-style-type: none">• My role involves meeting with clients, dealing with telephone enquiries, preparing quotes for prospective clients along with the preparation of contracts, and supporting documentation.• I am also responsible for client files from the point of exchange through to completion where I prepare bills, financial statements, completion statements, exchange and completion letters.
June 2007-January 2008	Absolute Law Solicitors, Hertfordshire

Legal Assistant – Commercial Property & Residential Conveyancing

- I typed legal letters and other legal documentation via digital dictation. Covering both Residential and Commercial Property matters. I further assisted a Trainee Solicitor in my department ensuring that procedural matters were dealt with promptly and undertook the tasks that were given me successfully.

June 2006-Sept 2006

Practical Law Solicitors, Hertfordshire

Summer Placement

- I shadowed solicitors working in the Property and Family Law Departments.
- This work experience placement gave me a valuable insight into the way a Law Firm functions and gave me an opportunity to use my legal knowledge in practical situations.

June 2004-August 2005

Hertfordshire Fashion, Hertfordshire

Part-Time Sales Assistant

- I held the position of Sales Assistant. The position entailed her working closely with customers and meeting their requirements, whilst also ordering new stocks and assisting in stock taking.

INTERESTS

General:

I enjoy going to the Theatre, music, reading and socialising with friends.

SPORT

I play Netball and Badminton.

SKILLS

I have a good working knowledge of software packages.

OTHER INFORMATION

I am a non-smoker and I hold a full clean driving licence.

REFERENCES

Available on request