

CV of JANE SMITH

PERSONAL PROFILE

Jane is 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. She has worked closely with a Trainee and this has confirmed her aspirations in becoming a Property Solicitor. She thoroughly enjoys the tasks given her, especially being given added responsibility enabling her to deal with matters independently, whilst under the guidance of her Trainee Solicitor. Her strengths are her ability to learn very quickly and to take on new tasks, together with her excellent communicational skills. What is important to Jane is to do the best that she can, to grow with a company and to work well with her colleagues.

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 A Levels: 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

- Jane's role involves meeting with clients, dealing with telephone enquiries, preparing quotes for prospective clients along with the preparation of contracts, and supporting documentation.
- She is also responsible for client files from the point of exchange through to completion and to preparing bills, financial statements, completion statements, exchange and completion letters.

June 2007-January 2008

Absolute Law Solicitors, Hertfordshire

Legal Assistant – Commercial Property & Residential Conveyancing

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

June 2006-Sept 2006

Practical Law Solicitors, Hertfordshire

Summer Placement

- Duties: Jane shadowed Solicitors working in the Property and Family Law Departments.
- This work experience placement gave her a valuable insight into the way a Law Firm functions and enabled her to use her legal knowledge in practical situations

June 2004-August 2005

Hertfordshire Fashion, Hertfordshire

Part-Time Sales Assistant

- Duties: Jane 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:

Theatre, music, reading and socialising with friends.

SPORT

Netball and Badminton.

SKILLS

Jane has a good working knowledge of software packages.

OTHER INFORMATION

Jane is a non-smoker and holds a full clean driving licence.

REFERENCES

Available on request