

Fiona Owen

Trainee solicitor

AREAS OF EXPERTISE

Drafting skills

Employment Law

Competition & Trade

Intellectual Property

Dispute Resolution

Client interviews

PROFESSIONAL

First Aid

PERSONAL SKILLS

Communication skills

Telephone manner

Tactful & articulate

Problem solving

Excellent organisational skills

Driving license

German language

PERSONAL DETAILS

*Fiona Owen
82 Some where Street
Chelmsford
C6 9LL*

T: 01223 999 3333

M: 0777 111 2233

E: fiona.o@emaladdress.co.uk

PERSONAL SUMMARY

A recent Law graduate who is fully aware of the structure, culture and procedures of the legal profession. Experienced in and having a good understanding of how to build relationships with clients and to provide appropriate and effective legal advice and services to them. Easy going by nature and able to liaise with case officers, managers and decision makers with regards to on-going legal matters. Currently looking for a training contract with a reputable solicitors firm.

ACADEMIC QUALIFICATIONS

B.A. (Hons) Law

Middlesex University

A levels: Geography (C) Maths (A) English (B) Physics (C)
Chelmsford Central College

WORK EXPERIENCE

Community Law Centre - Chelmsford

VOLUNTEER ADVISOR June 2010 – Present

Working as an unpaid advisor at busy city centre advice bureau that provides free legal advice and assistance to the community in three areas of law: Housing, Immigration and Employment. Responsible for a number of legal, technical and administrative tasks, including giving preliminary advice to clients after reviewing often complex reports and documents.

Duties:

- Assisting to prepare a clients case documents.
- Attending Court or Tribunal appointments with clients.
- Undertaking legal research.
- Meeting and greeting clients.
- Recording and monitoring office expenses and raising invoices.
- Assisting mostly tenants, homeless families and low paid workers.
- Providing legal advice to decision makers regarding possible solutions.
- Advising individuals on alternative methods of dispute resolution.
- Answering the phone, filing documents and other administrative duties.

KEY SKILLS AND COMPETENCIES

- Able to interview clients and witnesses and take draft statements.
- Experience of explaining a firms fee structure to potential clients.
- Familiar with researching documents and case histories.
- Able to work in a fast paced environment & complete projects to schedule.
- Comprehensive understanding of the Solicitors' Regulation Authority regulations.
- Having enthusiasm, ambition, self-awareness and initiative.
- Preparing lengthy reports.
- Writing letters of advice.
- Initiating and conducting litigation proceedings.
- Liaising with the other professionals, counsel and Barristers.
- Able to explain legal matter clearly to non legal professionals.
- Keeping up to date with changes and developments in the law.

REFERENCES – Available on request.

Copyright information - Please read

© This CV template is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site www.dayjob.com. However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: info@dayjob.com.