

# Maxine Curry

## Lawyer

### AREAS OF EXPERTISE

Corporate sector  
International exposure  
Legal research  
Clinical negligence  
Managing legal processes  
Intellectual property

### PROFESSIONAL

French speaker  
First Aider

### PERSONAL SKILLS

Attention to detail  
Flexible  
High energy levels  
Multitasking

### CONTACT

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Driving license: Yes  
Nationality: British

### PERSONAL SUMMARY

An experienced Lawyer who is more than able to offer advice on the law, legal procedures and a wide range of associated issues. Maxine possesses an advanced law degree, always demonstrates professionalism in all her dealings with clients and has extensive knowledge of legal, secretarial and office practices. She is an expert at applying the law to a specific situation faced by a client. Right now she is looking for a suitable position with a dynamic and rapidly expanding law firm that wants to recruit the best legal people out there.

### WORK EXPERIENCE

#### *Company name – Location*

LAWYER Jun 2013 – Present

Responsible for providing accurate and practical advice to clients on all legal aspects relating to their case.

#### *Duties:*

- Establishing what needs to be done to solve a client's legal problems.
- Reviewing legal documents to ensure they are in proper format and contain all the necessary paperwork for court acceptance.
- Providing clients with legal advice and support on a wide range of legal issues.
- Representing clients in both criminal and civil trials.
- Attracting additional business from new and existing clients.
- Holding regular casework meetings and review with other legal staff.
- Reporting issues of concern to senior lawyers.
- Involved in drafting precedents and documents.
- Maintaining court dockets and diaries.
- Supporting clients across global sectors.
- Using specialist legal software to compile reports etc.

*Company name - Location* JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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### KEY SKILLS AND COMPETENCIES

- Sharing legal information, tips and advice with work colleagues.
- Excellent problem solving and solution finding skills.
- Always respecting the differing needs, culture and values of clients.
- Drafting legal paperwork and material.
- Positive, confident and friendly demeanour with high level of integrity.
- Confident in presenting to decision makers in both public and private organisations.

### ACADEMIC QUALIFICATIONS

*Nuneaton University* 2008 - 2011  
BSc (Hons) Sales Management

*Coventry Central College* 2005 - 2008  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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