

Maxine Curry

Legal

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PERSONAL SUMMARY

A keen, and enthusiastic person who has the ability to interpret, draft and negotiate legal documentation in a way which provides the highest quality of service to all. Maxine has the ability to communicate in a professional manner and present legal and commercial matters clearly to lay people. She has a robust commercial outlook to solving legal issues practically and is an expert at advising on new areas of law or changes to the law. In addition to this she has excellent team working skills, a flexible and helpful attitude, and a meticulous and detailed approach to legal matters. Right now she would like to join a company which strongly believes that success is realised through its people.



CAREER HISTORY

LEGAL *Insurance Company, Coventry* Sep 2014 - Present

Working as a key member of the legal team, responsible for reviewing legal documents prepared by counter parties and for providing and developing a highly professional legal service.

Duties:

- Drafting precedent and bespoke contracts, key policy documents, legal letters & other supporting documents.
- Involved in reviewing, negotiating and advising on various commercial agreements, contracts & litigation matters.
- Supporting in every legal way possible work colleagues, senior managers third parties and legal departments.
- Dealing with client queries and legal correspondence regarding compliance, audit and regulatory matters.
- Engaging with a wide range of stakeholders including legal professionals, firms and government/trade bodies.
- Ensuring compliance with global regulatory requirements and adherence to regulatory policies and processes.
- Providing guidance, support and training to junior and other staff as required on legal and general admin duties.

DUTY MANAGER *Marketing Company - Coventry* Jun 2012 - Sep 2014

TRAINEE MANAGER *Distribution Company - Leeds* Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Legal

- Extensive previous experience of working within a busy in-house legal team that was part of a major law firm.
- Prioritising and managing own workload effectively by managing diary lists and appointments for instructions.
- Always discreet in the handling of sensitive and confidential customer, staff or business data and information.
- Experience of using specialist legal software and knowledge of the very latest best practise working methods.
- Committed to keeping up-to-date with all relevant areas of the law, precedents, legal research and directives.
- Adhering at all times to the strictest interpretation of relevant Legal Codes of Practise & Professional Conduct.

Personal

- A natural communicator who is comfortable dealing with senior stakeholders from a wide range of backgrounds.
- Working well under pressure and to deadlines in a fast paced environment where there are numerous priorities.
- Highly talented individual who has the drive needed to develop and succeed and who is naturally collaborative.
- Superb communication skills & able to develop good working relationships with colleagues and other managers.

ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Business Management Degree
<i>North East College</i>	<i>2005 - 2006</i>	Diploma in Management
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Business Administration
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Marketing
<i>Coventry School</i>	<i>2000 - 2004</i>	A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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