

# Elizabeth MacDonald

## Legal resume

### AREAS OF EXPERTISE

*Corporate law*

*Client care*

*Trading standards*

*Personal injury*

*Employment advice*

*Criminal Injury*

*Conveyancing*

*Performing legal research*

### PROFESSIONAL

*Advanced First Aider*

*French speaker*

*Fluent German Speaker*

### PERSONAL SKILLS

*Patient & tactful*

*Focused*

*Articulate*

*Influencing skills*

### PERSONAL DETAILS

*Elizabeth Macdonald*

*Dayjob Ltd*

*The Big Peg*

*Birmingham*

*B18 6NF*

*T: 0044 121 638 0026*

*M: 0870 061 0121*

*E: info@dayjob.com*

*Driving license: Yes*

### PERSONAL SUMMARY

A good team player who is able to communicate confidently and clearly, has superb organisational skills and is able to work in a calm and efficiently manner when under pressure. Beyond strong legal skills, Elizabeth has a business-minded approach to work and greatly enjoys being involved in non-legal strategic projects. She possesses vast experience of working within a legal environment and has a long track record of successfully concluding complex legal cases. Right now she is looking for a suitable position with an ambitious and forward looking legal firm where there will be a variety of challenging and interesting cases that she can become involved in.

### WORK EXPERIENCE

#### *Legal Company – Birmingham*

LEGAL POSITION      June 2010 – Present

Responsible for the initial contact with clients and allocating cases as appropriate. Also in charge of assuming prime responsibility for legal issues & for providing all round legal support in areas such as document preparation, case management & legal research.

#### *Duties:*

- Dealing with legal matters such as writing wills, property conveyancing, custody cases and divorce settlements.
- Analysing, researching and summarising legal information.
- Typing up legal documents and keeping records up to date.
- Filing and archiving of all company documents to the relevant regulatory bodies.
- Interviewing and advising clients and witnesses.
- Investigating facts & law of cases to determine causes of action & to prepare cases.
- Drawing up wills and drafting contracts.
- Liaising with other professionals from legal practices and courts.
- Keeping up to date with changing legislation.
- Arranging for witnesses to attend hearings.

#### *Solicitors Office - Coventry*

LAWYER      April 2010 – June 2010

### KEY SKILLS AND COMPETENCIES

- Superb investigative skills.
- Finalising divorce papers, drawing up wills and advising on legal issues.
- Ability to work in a discreet and sensitive manner.
- Proficient in legal solutions.
- Confident when negotiating.
- A high level of administrative skills.
- Acting as a commissioner for oaths and for the swearing in of legal documents.
- Able to effectively manage and supervise the work of junior legal staff.
- Extensive understanding of international legal terminology.

### ACADEMIC QUALIFICATIONS

#### *Sparkbrook University    2008 - 2010*

BA (Hons)      Law

#### *Coventry Central College    2005 - 2008*

A levels:      Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.

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