

# Maxine Curry

## Paralegal

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### PERSONAL SUMMARY

A good organiser who is proactive, articulate and keen to learn and assist wherever help is needed. 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 leading law firm that offers a competitive salary and benefits package along with good career prospects for the right person.



### CAREER HISTORY

PARALEGAL      *Company, Coventry*      Sep 2014 - Present

Responsible for managing own legal workload, supporting others across numerous offices, and participating in delivering a quality advisory service to a wide variety of clients.

#### *Duties:*

- Providing a comprehensive case progression service by replying to correspondence quickly and efficiently.
- Drafting commercial property transactions, lease renewals, licences to alter & other related legal paperwork.
- Acting as a first primary point of contact for clients on a day to day basis regarding a wide range of legal issues.
- Analysing & advising on a variety of contracts, commercial agreements, litigation issues/dispute resolutions.
- Liaising with lawyers on the progress of cases and acting upon instructions to serve notices and advise clients etc.
- Administrative duties, such as; photocopying, scanning and assisting with the filing of conveyancing records.
- Liaising with departmental clients, counsel clerks, court officials, appellants & their professional representatives.

LEGAL ASSISTANT      *Marketing Company - Coventry*      Jun 2012 - Sep 2014

TRAINEE      *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.
- Have had exposure to high calibre clients where the majority of assignments were with globally prestigious brands.
- Capable of running own work load and carrying out her own duties with the minimal amount of senior supervision.
- Contributing to the overall firm's team functions as well as being able to handle individual cases independently.
- Exceptional communication skills, and can easily interact with Partners, Fee earners, colleagues and third parties.
- 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.
- Excellent telephone manner skills, strong client orientation and a professional approach to getting things done.
- 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>	Legal 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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