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| jayne **smith**  **SOLICITOR** | | | |
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| |  | | --- | | **CONTACT** |   *Address*  123, The Street  Topletown  Nottingham  NG1 234  *Phone*  01234 567890  07456 018123  *Email*  jaynesmith@gmail.com   |  | | --- | | **SOCIAL** |  |  |  | | --- | --- | |  | @jaynesmith | |  | +JayneSmith | |  | jaynesmith | |  | jaynesmith | |  | Jaynesmith234 |  |  | | --- | | **QUALIFICATIONS** |   **Admitted 2001**  **PGDipLaw (LPC)**  University of London  *1995 - 1999*  **Bachelor of Laws LL.B**  University of Reading  *1991 - 1994*  **4 A Levels**  including Law (A, A, A, B)  West Notts College  *1989 – 1991*   |  | | --- | | **INTERESTS** |   Going to the gym  Swimming  Hiking  Cycling |  |  | |  | | --- | | **OBJECTIVE STATEMENT** |   I am a Partner at a Midlands law firm, seeking a fresh challenge within a regulated law firm. I am interested in joining a smaller firm where I can use my proven skills and experience to grow the property department as I have in previous positions.   |  | | --- | | **EXPERIENCE** |   **ABC Law Firm | Partner**  *2001 – date*[https://www.cvtemplatemaster.com/](https://www.cvtemplatemaster.com)  Heading up the Residential Conveyancing department, I oversee a team of 15 paralegals in dealing with sales, purchases, remortgages and plot sales. From joining the firm in 2001, the department has grown to handle more than £20 million of transactions each calendar year. This was partly achieved through an overhaul of the property section on our website (which I designed and project managed), and partly through introducing an online conveyancing portal.   * Since heading up the department in 2003, we have increased repeat business from 23% to 53% through various client retention strategies that I implement (details available).   **123 Law Firm | Solicitor**  *1999 – 2001*  I was a solicitor in the property department dealing with a busy workload of residential conveyancing transactions. I also mentored new members of the firm joining the property department, acting as a go-to person.  **NRB Law Firm | Trainee Solicitor**  *1997 - 1999*  I completed my training contract with NRB Law Firm, covering several areas including Residential and Commercial Conveyancing.  **XYZ Law Firm | Paralegal**  *1994 - 1997*  I worked as a paralegal in the Civil Litigation department, processing claims, completing forms and keeping clients updated with their case.   |  | | --- | | **AVAILABILITY & REFERENCES** |   As a partner I am required to give 3 months’ notice in my current position although this might be negotiable. References are available on request. |
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