

# ■ ■ ■ JOANNE BLOGGS ■ ■ ■

LL.B (HONS, FCILEX)

I am a Chartered Legal Executive with 9 years' experience (4 years PQE). I work in a busy conveyancing department, handling a full range of residential conveyancing work with some limited commercial experience. My varied caseload includes sales, purchases, remortgages and plot sales, with files handled from start to finish. Through my experience

I have developed exceptional client care skills, together with strong written and verbal communication, both with clients and colleagues. I supervise three paralegals and in addition, I assist more senior fee earners on all aspects of conveyancing. I am looking for a role with the opportunity to progress to partner.

## ■ ■ ■ CONTACT

123, High Lane  
Nottingham  
NG1 234  
(0115) 9888888  
joanne.bloggs@aol.com  
Twitter: joannebloggs2004  
LinkedIn: joannebloggs2004

## ■ ■ ■ WORK EXPERIENCE

Comprehensive Conveyancing, Nottingham  
Chartered Legal Executive : May 2016 - date

Handling a very busy caseload of varied mostly residential conveyancing matters from start to finish including face-to-face client meetings. Supervising and training 3 paralegals. Assisting senior staff with their caseload. Updating the company's website.

Conveyancing To You, Nottingham  
Chartered Legal Executive : June 2015 – April 2016  
Paralegal : March 2010 – May 2015

Initially I assisted senior fee earners with aspects of their files such as requisitioning and checking searches, producing reports and post-completion. My responsibilities increased over time and in the last 3 years I was handling my own busy caseload of residential conveyancing work, managing files from start to finish.

ABC Property, Nottingham  
Legal Assistant : March 2008 - February 2010

In this role I was given quite substantial responsibility as a junior, including meeting and interviewing clients and taking instructions, drafting documents, letters and contracts, ordering and checking searches, producing reports and completion statements, and corresponding with clients and opposing solicitors.

## EDUCATION ■ ■ ■

Admitted as a Chartered Legal Executive – 2015.

Legal Practice Course (PgDip) (Merit)  
Nottingham Trent University  
2012 - 2014

Level 3 & 6 Diploma in Legal Practice  
CILEX Law School  
2008 - 2011

## SKILLS ■ ■ ■

- Excellent up-to-date knowledge of land law and conveyancing practice.
- Accustomed to working under pressure and to tight deadlines.
- Able to train and effectively supervise juniors.
- Confident using a PMS and other typical office software e.g. MS Word, Excel, Outlook

## INTERESTS ■ ■ ■

- Walking
- Hiking
- Cycling

## REFERENCES ■ ■ ■

Jenna Bradgate  
Comprehensive Conveyancing  
jennabradgate@cclaw.co.uk  
0115 9123456

George Dawes  
Conveyancing to You  
georgedawes@c2u.co.uk  
0115 9234567

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