

Alison James

LEGAL ASSISTANT

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PROFILE

I am a Legal Assistant with 18 months' work experience across the Private Client and Conveyancing departments of a Solicitors' firm. Both departments are very busy and I am used to working in a pressured environment with deadlines. I am confident with attending clients in person and on the phone, and preparing correspondence and a range of documents. I have excellent IT skills, strong communication skills and good attention to detail. I have completed my CILEx Level 3 Certificate in Law and Legal Practice, with Conveyancing/Land Law as a specialism.

WORK HISTORY

LEGAL ASSISTANT

M & Co Solicitors, Nottingham

June 2018 – date

In this position I initially spent 5 months in the firm's Private Client department assisting with the preparation of correspondence, LPAs and Wills, before moving to the Conveyancing department. I currently provide assistance to the Conveyancing Fee Earners with the progression of sales, purchases, transfers of equity and remortgage applications. My duties include:

- Answering client calls and emails, responding where I can and providing updates
- Dealing with calls and queries from other solicitors and estate agents
- Managing fee earners' appointments / diary
- Drafting conveyancing forms and documents
- Applying for searches
- Producing draft reports for clients from the search results
- Drafting bills and completion statements
- Preparing SDLT returns
- Preparing Land Registry applications and dealing with requisitions
- Handing post completion
- Opening and closing files

ASSISTANT

Shermill Stores, Nottingham

September 2016 – May 2018

I worked part time (14 hours per week) as a shop assistant at this busy store whilst completing my A Levels. This position helped me develop strong customer care skills, good time management, team working skills and good numeracy skills.

KEY SKILLS

- Able to use Microsoft Word, Excel and Outlook to a good standard
- Good verbal communication skills – confident dealing with clients, solicitors and other parties
- Good written communication skills – confident drafting letters, forms and documents
- Competent user of Law Fusion Practice Management System

QUALIFICATIONS

CILEX LEVEL 3 CERTIFICATE IN LAW AND PRACTICE

Institute of Legal Executives

Completed June 2019

This qualification included:

- Introduction to Law and Practice
- Client Care Skills
- Legal Research Skills
- Conveyancing Practice
- Land Law

A LEVELS

Toot Hill School, Bingham

Completed May 2018

Law (A)

English (B)

Maths (B)

GCSES

Toot Hill School, Bingham

Completed June 2016

9 GCSEs Grade C and above including English (B) and Maths (B).

INTERESTS

Outside of work, I am Captain of my local women's football team. I have held this position for a year, and I have played football for various teams for more than 3 years. Playing in the team has not only kept me fit and healthy, but it also has helped me develop a wide range of skills, from leadership and organization through to discipline and respect.

I also coach a group of 6 – 8 year olds at our local school once a week, which keeps me on my toes!

When I'm not playing football, I enjoy going to the gym, watching ice hockey and building my photography skills.

REFERENCES

References from my current and previous roles are available on request.

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