**Joy Smith**

FCILEx, LL.B (Hons), PgDip

**- CHARTERED LEGAL EXECUTIVE -**

156, High Road, The Meadows, Nottingham NG1 234 - 0115 9123456 - joy.smith@gmail.com

I am a Chartered Legal Executive with **9 years of experience** in **residential and commercial property** (6 years PQE). I have proven myself capable of conducting my own workload whilst mentoring others. I have excellent written and verbal communication skills with a full knowledge of various conveyancing software packages. I am looking for a full-time role in a busy property department.

**- WORK HISTORY -**

**Chartered Legal Executive (Commercial property)**

Charlton and Co Solicitors : April 2017 – date

Working 3 days a week in a busy commercial property team, I have a **varied caseload** of commercial property work for **developers, investors and land owners**. In addition to running my own caseload, I am involved in **marketing activities** which includes attending networking events and writing articles for professional journals.

**Key achievements:**

* Consistently beat my monthly and annual targets without fail.
* Brought 2 new developer clients to the firm through networking, both with a high value.
* Work published in the NLJ, Gazette, LexisNexis and various other legal publications.

**Chartered Legal Executive (Commercial property)**

Brown & Co Solicitors : April 2014 – March 2017

Moving to the commercial department from residential and starting as a junior commercial property lawyer, I was responsible for sales and purchases of both freehold and leasehold property, negotiating commercial leases, handling property finance and managing sales of property at auction. <https://www.cvtemplatemaster.com>

**Key achievements:**

* Consistently beat my monthly and annual targets without fail.
* Mentored a small group of junior lawyers in the last year at this firm.

**Chartered Legal Executive (Residential property)**

Brown & Co Solicitors : April 2000 – March 2014

Starting initially as a conveyancing assistant and progressing to manage my own caseload, my responsibilities included progressing new build sales on behalf of developers (both outright and shared ownership), drafting contracts and leases, collating supporting documentation, answering enquiries and liaising with other solicitors.

**Key achievements:**

* Progressed from junior position to managing my own busy caseload.
* Dealt with a wide range of transactions including transfers of equity, equity release, right to buy, shared ownership, deeds of gift and part exchanges.
* Regularly updated the firm’s blog with conveyancing property news which was frequently retweeted and shared in the industry.

**- EDUCATION -**

**Chartered Legal Chartered Legal Executive**

CILEX : Admitted 2013

**Post Graduate Diploma In Law (PgDip / LPC) with Merit**

The University of London : 2012

**LL.B. Bachelor of Laws with First Class Honours**

The University of London : 2010

**A Levels**

English (A), Maths (A), Biology (B), Physics (B)

**GCSEs**

English (A), Maths (A), Biology (B), Chemistry (B), Geography (B), Physics (C), Design & Technology (C)

**- SKILLS -**

**Sales and purchases / Transfers of equity / Mortgages and re-mortgages / Equity release Right to buy / Shared ownership / Deeds of gift / Part exchanges / Enfranchisement law**

**Plot Sales / Commercial property and land law / Landlord and tenant**

**Acting for property developers and investors / Acquisitions and disposals**

**Sales and purchases of portfolio transactions / Commercial leases / Property management Acting for lenders and borrowers on secured lending transactions / Fully IT literate Knowledge of range of Case Management Software / Competent legal writer & blogger**

**- HOBBIES AND INTERESTS -**

When I’m not at work, I love spending time with my family, preferably outdoors! I enjoy hiking and cycling, taking part in half-marathons, rowing with the local girls’ team and going to the gym. I’m also involved with my local CILEX branch and help organise events from time-to-time.

**- REFERENCES -**

Anna Morley, Head of Property

Charlton and Co Solicitors

123, High Street, Nottingham NG1 234 \* 0115 9123123 \* anna.morley@charltonandco.co.uk

James Smith, Head of Property

Brown and Co Solicitors

456, High Street, Nottingham NG1 1AY \* 0115 9234234 \* jamessmith@brownandco.com

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