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| **Joanne Bloggs**  paralegal  123 The Street  The Town  The City NG1 234  (01949) 123456  jo.bloggs@hotmail.com  “Joanne exceeds every target you set for her whilst delivering exceptional client care.”  ~ CHRIS BENTLEY  PARTNER, XYZ LAW  “Joanne is not phased by challenging targets and works as hard as a fully qualified solicitor.”  ~ TIM JONES  PARTNER, 123 LAW  “Joanne is more than capable of managing her own workload independently and any supervision I provide always turns out to be a box ticking exercise.”  ~ CHARLES LOGAN  PARTNER, 456 LAW |  | **Personal Statement**  I am a competent Paralegal with 14 years of experience in Private Client Law. I advise across a variety of private client matters with a strong focus on trust and estate administration. I am a proficient probate practitioner with proven experience in higher value and complex matters.  **Skills**   * Able to demonstrate detailed knowledge and technical expertise in dealing with complex private client caseloads. * Extensive knowledge of Wills, probate, tax, and trust matters. * Strong team player with excellent communication and organisational skills.   **Work History**  **Paralegal, XYZ Law, Lincoln** : 2011 – 2012  Assisting a Senior Partner with a caseload of work including Wills, Trusts, Probate and Court of Protection matters, Estates Administration and Tax Planning.  **Paralegal, 123 Law, Lincoln** : 2009 – 2011  Dealing with Wills, Planning and Trust administration, under the supervision of a Chartered Legal Executive.  **Paralegal, 456 Law, Lincoln** : 2004 – 2009  Handling Wills and probate, trusts, administration of estates, LPAs, tax planning and some COP matters under the supervision of a Senior Partner.  **Education**  **Level 3 & 6 Diploma in Legal Practice**  **CILEX Law School** : 2016 - 2018  **9 GCSES grade C and above**  **Lincoln College** : 1999 – 2003  **Interests**  Hiking, road cycling, going to the gym, snowboarding, running.  **References**   |  |  | | --- | --- | | Tim Jones, Partner  123 Law, Lincoln  tim.jones@123law.co.uk  (01234) 567890 | Chris Bentley, Partner  XYZ Law, Lincoln  claire.jones@abclaw.co.uk  (01234) 567891 | |

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