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| **Joanne Bloggs**paralegal123 The StreetThe TownThe City NG1 234(01949) 123456jo.bloggs@hotmail.com“Joanne exceeds every target you set for her whilst delivering exceptional client care.”~ CHRIS BENTLEYPARTNER, XYZ LAW“Joanne is not phased by challenging targets and works as hard as a fully qualified solicitor.”~ TIM JONESPARTNER, 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 LOGANPARTNER, 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 – 2012Assisting 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 – 2011Dealing with Wills, Planning and Trust administration, under the supervision of a Chartered Legal Executive.**Paralegal, 456 Law, Lincoln** : 2004 – 2009Handling 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**

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| Tim Jones, Partner123 Law, Lincolntim.jones@123law.co.uk(01234) 567890 | Chris Bentley, PartnerXYZ Law, Lincolnclaire.jones@abclaw.co.uk(01234) 567891 |

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