**GEORGE**

SAMUELS

Lawyer - GCILEx

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| |  | | --- | | CONTACT | | 71, High Street,  Altrincham,  Cheshire C1 234 | george.samuels@gmail.com  01949 123456  LinkedIn: @georgesam |
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| |  | | --- | | OBJECTIVE | | I have worked as a Private Client lawyer for 2 years in a Nottinghamshire firm. I see clients in their homes or at our offices and advise on wills and probate, tax and trust planning and estate work. I always take the time to fully understand my clients’ goals and provide solutions that meet those needs. Having completed my LL.B and LPC, I recently achieved GCILEx status and I am now working on my portfolio for my admission as a FCILEx in a year’s time. | |
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| |  | | --- | | WORK EXPERIENCE | | GCILEx/Private Client Advisor  DFG Solicitors, November 2017 - date  In this role I advise clients on wills and trusts, trust administration, lasting powers of attorney, probate and the administration of estates. I work for a variety of clients including some high net worth individuals, family business shareholders and directors of companies. I am fully responsible for my own case load and do my own admin work. I can demonstrate a strong billing history.    Legal Secretary  ABC Law Firm, May 2009 – October 2017  In this role, I worked with a team of 4 secretaries, supporting 20 fee earners across the Private Client and Conveyancing departments. My role included:   * Typing/word processing per dictation * Maintaining the firm’s CMS and paper/electronic file records * Training, supporting and supervising the 2 Office Assistants * Meeting and greeting clients and other visitors * Answering calls made to my two teams     Café Assistant  Mo’s Café, June 2008 – April 2009  Working in a busy café, serving mostly elderly customers coffee, cake & a smile! | |

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| |  | | --- | | SKILLS | | Strong interviewing skills  Ability to write concisely and accurately  Proven ability to deliver good solutions based on client needs  Strong billing history  Able to complete own admin  Proven ability to work with minimal supervision  Good teamwork skills built through experience | |
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| |  | | --- | | QUALIFICATIONS | | |  |  | | --- | --- | | GCILEx (Graduate of the Institute of Chartered Legal Executives) | 2017 |   Chartered Institute of Legal Executives, 2011  Post Graduate Diploma in Legal Practice (PgDip / LPC)  Lincoln University, 2009  LL.B (Hons) 2:1  Lincoln University, 2006  4 A levels graded A (Law), B, B and C.  Lincoln College, 2002 | |
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| |  | | --- | | INTERESTS | | Cooking  Homebrewing Beer  Snowboarding  Leatherworking | Chess  Rocketry  Investing  Lockpicking |
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