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| jayne **smith****SOLICITOR** |
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| **CONTACT** |

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| **SOCIAL** |

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|  | @jaynesmith |
|  | +JayneSmith |
|  | jaynesmith |
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|  | Jaynesmith234 |

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| **QUALIFICATIONS** |

**Admitted 2001****PGDipLaw (LPC)**University of London*1995 - 1999***Bachelor of Laws LL.B**University of Reading*1991 - 1994* **4 A Levels** including Law (A, A, A, B)West Notts College*1989 – 1991*

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| **INTERESTS** |

Going to the gymSwimmingHikingCycling |  |  |

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| **OBJECTIVE STATEMENT** |

I am a Partner at a Midlands law firm, seeking a fresh challenge within a regulated law firm. I am interested in joining a smaller firm where I can use my proven skills and experience to grow the property department as I have in previous positions.

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| **EXPERIENCE** |

**ABC Law Firm | Partner***2001 – date*[https://www.cvtemplatemaster.com/](https://www.cvtemplatemaster.com)Heading up the Residential Conveyancing department, I oversee a team of 15 paralegals in dealing with sales, purchases, remortgages and plot sales. From joining the firm in 2001, the department has grown to handle more than £20 million of transactions each calendar year. This was partly achieved through an overhaul of the property section on our website (which I designed and project managed), and partly through introducing an online conveyancing portal. * Since heading up the department in 2003, we have increased repeat business from 23% to 53% through various client retention strategies that I implement (details available).

**123 Law Firm | Solicitor***1999 – 2001*I was a solicitor in the property department dealing with a busy workload of residential conveyancing transactions. I also mentored new members of the firm joining the property department, acting as a go-to person.**NRB Law Firm | Trainee Solicitor***1997 - 1999*I completed my training contract with NRB Law Firm, covering several areas including Residential and Commercial Conveyancing. **XYZ Law Firm | Paralegal***1994 - 1997*I worked as a paralegal in the Civil Litigation department, processing claims, completing forms and keeping clients updated with their case.

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| **AVAILABILITY & REFERENCES** |

As a partner I am required to give 3 months’ notice in my current position although this might be negotiable. References are available on request. |
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