

Education

University of Birmingham

Bachelor of Laws with Honours,
Class III

2023

Modules completed:

Legal Skills and Methods

Law of Contract

Criminal Law

Public Law

Law of Torts

Land Law

Legal Theory

Legal Foundations of the European
Union

Legal Communication and Writing

Human Rights and Criminal Justice

Gender and Law

Commercial Law

Equity, Trusts, Wills and Formalities

Political and Legal Theory

Family Law

Newham College

Access to Higher Education Law
45 Distinctions

2019

Total Futures

Civil Service

AIM Qualification Level 1 in
Skills for Working in Business,
Administration and Customer
Service.

NCFE Level 2 in Understanding
Data protection and Data Security
2024

Epping College

*Level 2 Certificate and Diploma
for Legal Secretaries*

2015

Developed proficiency in touch
typing, bookkeeping, minute-
taking, proofreading, and drafting
legal documents.

I am a highly organised professional with a strong administrative background and a foundation in legal processes. My diverse experience in customer-facing roles and legal education equips me with the skills to excel as a Barristers' Clerk. Proficient in diary management, email correspondence, and document preparation, I bring a proactive, solutions-focused approach to supporting barristers in their daily operations. My legal degree honed key skills such as research, analysis, time management, and attention to detail, which I have successfully applied in professional settings. I am committed to a long-term career in the legal sector and aim to contribute to the efficiency of 3 Bolt Court Chambers by ensuring barristers have the organisational support they need to succeed.

Freelance Makeup Artist 2017 – Present

- Developed strong negotiation skills by balancing client expectations, budgets, and practical constraints to achieve mutually satisfying outcomes.
- Provided exceptional client care by building trust, explaining concepts clearly, and prioritising client needs.
- Conducted client consultations across various channels, advising on tailored solutions or directing them to appropriate services when needed.
- Managed client relationships with professionalism, clear communication, and empathy, ensuring agreements were upheld.
- Demonstrated adaptability by meeting tight deadlines, resolving unexpected challenges, and adjusting to last-minute client requests.
- Strengthened rapport-building skills through patience and a solution-focused approach, fostering trust with clients from diverse backgrounds.
- Honed multitasking and time-management skills to handle complex demands effectively.
- Balanced artistic vision with practical constraints, maintaining clarity and precision to deliver tailored, satisfactory results.
- Maintained resilience and flexibility by adjusting to client feedback in real time, ensuring high-quality outcomes despite unforeseen challenges.
- Applied exceptional problem-solving skills to adapt quickly to changes, consistently exceeding client expectations through resourceful and creative thinking.

Assistant Manager – Harris and Hoole Coffee Shop 2013 – 2016

- Oversaw team operations and drove customer engagement through events and social media campaigns.
- Provided high-level customer service in a fast-paced environment, mirroring the client-centric approach required in law.
- Strengthened organisational and leadership skills through event planning and team management.
- Attending meetings, taking minutes, offering my opinions and also implementing the actions established in the meetings.
- Administrative activities, email correspondence, keeping records of the ongoings in the store, placing orders, inputting stock and cashflow – all of which have required good attention to detail.
- Complying and executing policies and procedures within the store and in new stores that I opened.

London Market Claims Operations Job Simulation – Forage 2024

- Gained hands-on experience in analysing claims data and optimising operational efficiency.
- Enhanced skills in data management and procedural improvement.

Legal Cheek Virtual Vacation Scheme 2020

- Explored key areas of commercial law and litigation, reinforcing my understanding of professional legal practices.
- Improved online communication and collaboration skills, crucial for supporting barristers and liaising with clients.

Key Skills

- **Administrative Expertise:** Skilled in diary management, email handling, document preparation, and minute-taking from my time as an Assistant Manager and also whilst managing myself.
- **Legal Knowledge:** Familiarity with legal terminology, court procedures, and document drafting from academic and practical experiences from studying for my law degree at the University of Birmingham.
- **Client Care:** Adept at maintaining professionalism and clear communication which I had to put into practice as a freelance make up artist.
- **Organisation:** Proven ability to manage multiple priorities efficiently while ensuring attention to detail, I worked and lived in London whilst studying in Birmingham, this experience ensured I truly know how to multitask and implement effective prioritisation of tasks. It also showed me what it truly meant to be accountable because I was reliant on myself and would have to be realistic about my capabilities.
- **Technical Proficiency:** A user of Microsoft Office Suite, legal research tools, and touch typing from my studies of legal secretary but also put into practice in my work and academic life.
- **Adaptability:** Experienced in fast-paced environments, demonstrating resilience and problem-solving under pressure.