
Paula Jones

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LAW GRADUATE

Possessing the pre-requisite skills and personal attributes to start a challenging career within law and becoming a solicitor. Experience to date covers solicitors' placements with knowledge of how both a small practice and a magistrate's court operates. Now looking forward to working hard within an entry level position as part of a professional legal team.

PROFESSIONAL DEVELOPMENT

Law LLB (Hons) Exempting degree, (Northumbria University) 2004- 08

- Gained a solicitor's perspective on criminal litigation and Magistrates in criminal matters after shadowing Mr Christopher Brown at Patterson, Glenton and Stracey in South Shields.
- Gained an insight into how fair and rational legal decisions were made after shadowing Mr Trevor Watson, a Magistrate in Guisborough, Teesside (1999).

I.T. Certificate Computer Awareness (Associated Examining Board) 1995

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

STUDENT LEGAL ADVISOR 2007 - Present

The Student Law Office, Univeristy of ?

As part of my degree, I worked continuously for one year in the Student Law Office. This is a university legal practice where students (supervised by solicitors) advise and represent members of the public.

- I had responsibility for four family and child-care law cases.
- Conducted several client interviews, drafted advice letters, practical legal research reports and court documents and generally had conduct of these matters.
- Ensured files were up to CLS standard prior to the Community Legal Service auditor's inspection.
- Gained experience within a law firm and developed practical skills such as interviewing, drafting and researching.

CAREER SUMMARY

Receptionist ??? Cleaning Services Ltd, Sunderland 2003- Present

Waitress ??? , Washington. 2002 - 04

Listening / Counselling:

Participated in a project called "Link" that developed students' listening skills. Counselling younger pupils who needed to talk to someone in confidence.

Demonstrated Team-working / Communications Skills:

Jump Judge at local equestrian Hunter Trials and events at the Penshaw Equestrian Centre.

Led a team as Head Groom for a local show jumper.

Represented "Land Rover" at the Durham County Show in 2000.

Film extra on the set of "The One and Only."

Interests: Horse riding, show jumping, yoga, ice-skating.

Charity Work "Charity Monitor" for a year.

General Education Dame Allans' Girl's School, Newcastle Upon Tyne, A levels Government & Politics. English Language, Economics, (GCSEs x 10)

Born: 1985.