

Margaret Yap Ming Lee

No. 506, Block B Rose Apartment
Taman Mayang Jaya
SS26/12, 47301
Petaling Jaya
Selangor
Contact No.: 012-206 7170
Email Address: margaretyml@gmail.com



Objective

A legal career by providing sound advice to companies related to corporate law, arbitration and civil litigation.

Profile Summary

- 4 years of successful legal experience.
- Excellent background in corporate and property law, arbitrations, civil litigations and courtroom proceedings.
- Strong legal research, writing and negotiation expertise.

Work Experience 2006 – till now

Legal Executive, Messrs Ahmad, Yap & Co

May 2006 till now

Job Level	Junior Executive
Job type	Permanent
Industry	Law/legal
Job Specialization	Lawyer, legal assistants
Monthly Salary	RM2700
Job Responsibilities	<ul style="list-style-type: none">• Researched legal issues, drafted pleadings and appeared for motions hearings and routine trial matters in property liens, citations and levies. Civil litigation work included legal research, court appearances, arbitrations, depositions and discovery.• Assist Senior Partner in due diligence exercise for listing of companies.
Achievements	<ul style="list-style-type: none">• Successfully completed most back log cases assigned by senior partner.

Allyhunt: Sample resume for Legal Executive

Attachment, Messrs Tiong, Lim, Lee & Co., Advocates

Feb 2006 till May 2006

Job Level	Intern/Trainee
Job type	Internship
Industry	Law/Legal
Job Specialization	Lawyer, legal assistants
Monthly Salary	RM800
Job Responsibilities	<ul style="list-style-type: none">• Drafted various pleadings, translations and preparing documents, pertaining to litigation matters (e.g., summons, writs, summary judgment)• Assisted Legal Assistants in preparing and getting up for trial.
Achievements	<ul style="list-style-type: none">• Managed to perform various researches in several areas of law including shipping and maritime, bankruptcy and winding up and intellectual property within the time line given by Legal Assistants.

Academic Qualifications

University of Hertfordshire, St. Albans, United Kingdom
LLB (Hons), 2005

Skills

Skill	Proficiency	Years of experience
Legal research	Advanced	4
Litigation	Intermediate	4
Dispute resolution	Intermediate	3
Client advisory services	Intermediate	3
Due diligence exercise	Intermediate	2
MS Office	Advanced	6

Languages (0=Poor, 5=Excellent)

Language	Spoken Proficiency	Written Proficiency
English	5	5
Bahasa Malaysia	4	3
Chinese	4	0

Other Particulars

Date of birth	13th July1983
Nationality	Malaysia
MyKad/Passport	830713-14-1022
Gender	Female
Marital Status	Single
Willingness to travel/relocate	Will consider
Own transport	Yes
Expected Salary	RM3200 & above
Availability	2 months' notice