

# ANDREW BEATTIE

Flat 5a, 26 Gistock Street, Aberdeen, AB26 3NP  
Tel: 01224 645395, Mobile: 07775 398456, E-mail: a.v.beattie.13@aberdeen.ac.uk

## EDUCATION

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2013 - 2017 **LLB Honours (2.1 expected), University of Aberdeen**

Passed all exams at first sitting and on course to achieve at least a 2.1 based on my honours results so far in Employment Law (16/20) and Commercial Law (17/20). I am currently taking Oil and Gas Law at honours level and conducting research for my dissertation.

2007 - 2013 **Shiltons Academy, Glasgow**

Highers: Biology (A), French (A), History (A), English (A), Information Systems (B)

Standard Grades: 8 at Credit level

## LAW RELATED EXPERIENCE

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July 2016 - Aug 2016 **Summer Placement** **Pinsent Masons, Aberdeen**

Based in the Energy Department for 6 weeks, this placement exposed me to work in the oil and gas and offshore wind sectors for clients such as Baker Hughes and British Energy Renewables. My responsibilities ranged from conducting research, drafting letters and attending conference calls with clients to preparing and giving a presentation to a group of ten members of staff, including two partners.

July 2015 - Sept 2015 **Legal Placement Student** **Aberdeenshire Council, Stonehaven**

Conducted legal research, ownership enquiries and produced title reports. Further duties included processing freedom of information requests, compiling documents for the public local inquiry in relation to the Deeside Windfarm proposal, tree preservation orders, road bonds and compulsory purchase orders.

Jun 2014 - Aug 2014 **Voluntary Work Placement** **Legal Services Agency, Glasgow**

Responsibilities included assisting in objective evidence research and conducting research on aspects of immigration and asylum law, case law research and case summaries. I also worked on case preparation including reference source checking of expert reports.

## OTHER EMPLOYMENT

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Sept 2014 – present **Telesales** **Space Kitchen Designs, Aberdeen**

Cold telephone calling to a high volume of potential customers. Received an award for exceeding sales targets on five occasions.

Jul 2011 - Sept 2013 **Team Member** **Pizza Hut, Glasgow**

Responsibilities included reception, dispatch, preparation and training of new staff members. Customer care skills demonstrated by keeping positive and professional under the pressure of balancing customer requirements against the abilities of the kitchen team.

## RELEVANT SKILLS

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**Commercial Awareness:** Experienced in identifying, measuring and allocating resources (both in terms of time and money) to manage a variety of projects for the Ultimate Frisbee society. Gained an understanding of how a range of businesses operate through employment in the retail, hospitality and legal sectors. I have successfully managed my personal budgeting by designing an Excel spreadsheet to track financial income and outgoings.

**Communication:** Confident communicating one-to-one, within and to groups gained from working with fellow students, with staff ranging from secretary to partner in Pinsent Masons and with a wide range of people through my customer related roles over the phone and in person.

**Team Work:** Developed the ability to adapt to a range of roles within a team context, including leadership where needed, through my role as President of the Ultimate Frisbee Society. Particular strengths in motivating others and ensuring work is focused to specific goals, demonstrated in my telesales role where I motivated my colleagues to achieve top team sales in 3 consecutive months.

**Attention to Detail:** Accurately produced a variety of documents within work placements at Aberdeenshire Council and Pinsent Masons which were approved by senior staff and sent to clients.

**Time Management:** Successfully balanced work (sometimes up to 20 hours per week) with consistently achieving marks at a 2.1 level within my LLB honours courses. Managed my workload through careful planning to meet deadlines within my coursework and during my work placements.

**Information Technology:** Experienced with Microsoft packages, particularly Word for producing reports of up to 5,000 words, and with legal research packages such as Westlaw.

## POSITIONS OF RESPONSIBILITY

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2014 – present                    **Committee Member (and current President), Ultimate Frisbee Society**

I have been heavily involved in the Ultimate Frisbee Society, and have held committee roles since its inception in 2010. I have just been elected as President for this academic year. My contributions to this society have resulted in successes such as doubling membership numbers and organising a tournament at Balmedie beach which made a profit of £160 for the society.

2012 – 2013                    **Head of School Year Book Committee**

I managed a team of 5 committee members tasked with the design and production of the school year book. Specific tasks included interviewing students and compiling and editing vast amounts of information and discussing and making decisions about layout and design.

## INTERESTS AND ACHIEVEMENTS

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**Law Society:** As a member of the University Law Society I have visited the Scottish Parliament, attended careers events and enjoyed the range of social events scheduled.

**STAR Award:** I achieved the bronze level of the STAR Award (Students Taking Active Roles) in 2015 which recognises my development of Aberdeen Graduate Attributes through my Ultimate Frisbee Society committee role.

## REFERENCES

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Available on request