Solution orientated, proactive and personable individual with LPC, valuable transferable IT skills and able to work independently with minimal direction. I am legal to work in the EU and USA and am willing to travel. I am looking for a permanent paralegal position or a training contract. My salient qualifications are:

* Multilingual (English, Spanish, French and Italian)
* Over 10 years experience in a client-orientated business environment and strong interpersonal skills
* 3 years in Legal profession (Immigration, Employment, Compliance, Document Review/ e-Discovery, Intellectual Property)
* 10 years in IT sector (Web Programmer and Project Manager using Agile and Prince2 methodologies)
* Excellent written and oral communication skills
* Software/Internet Tool: MS Office and Project, Lexis Nexus, Westlaw, Relativity, Xerox

**Education**

Graduate Diploma in Law, Legal Practice Course and LLB, Pass. BPP Law School, UK

Masters of Science in Internet & Multimedia Engineering, 2:1. South Bank University, UK

Bachelors of International Relations, 2:1 (3.42 GPA in USA). SFSU, USA

**Career History**

**Paralegal*– Kidd Rapinet Solicitors***

July – Present

* Conduct of matters on behalf of clients and keep them updated as to progress of their matters, managing workload in line with clients’ expectations and ensuring deadlines are not missed
* Management of support services including supervision of junior fee earning and secretarial staff
* Compliance with regulatory requirements, including client care and anti-money laundering procedures
* Financial control, with particular regard to cashflow control through collection of monies on account, recording of time, prompt billing and collection of unpaid bills
* Conduct legal research into IP, employment & contract law including procedural, administrative, or case law using hard copy & online sources

**Paralegal (Temp) *– Financial Conduct Authority***

Feb – Jun 2014

* Review, edit and advise on draft Handbook text before and after consultation for its conformity with established style guidelines
* Support the team to write the Policy Development Update (PDU) and review text after FCA Board meetings to ensure document captures all recent Policy changes
* Support the team in editing, proofing and publishing the Quarterly Consultation Paper (QCP)
* Approve Handbook release online and in print and complete online testing
* Co-ordinate with the external contract provider ensuring they receive instruments in a timely manner

**Paralegal (Temp) *- Freshfields Bruckhaus Deringer***

Feb 2013 – Feb 2014

* Liaise with clients, support counsel, solicitors & court officials
* Research law, including procedural, administrative or case law
* Document review and E-Discovery in areas of Litigation, Competition & Commercial Law in Spanish, French & Italian
* Translate & transcribe supporting documentation
* Proactively performed a multifaceted assignment which included legal research, document review, transcription and translation in English, French, Italian and Spanish, within given time restrictions for two high profile cases

**Compliance Consultant - *Fragomen, Del Rey, Bernsen & Loewy***

Jul – Oct 2013

* Immigration case management in various EMEA jurisdictions including Algeria, Greece, Spain, Slovenia & Italy, in French, Spanish & Italian
* Respond to legal enquiries & liaising with clients & co-counsel
* Draft & conduct internet research about legal country processes & procedures
* Research corporate clients’ markets by industry/sector
* Managed a caseload of over 150 immigration cases in accordance with internal practices and immigration rules, updating legal records and providing legal support and guidance to client base

**Paralegal - *New Media Law***

May 2013

* Research & draft communications to fee earners & courts
* Conduct legal research into IP, employment & contract law including procedural, administrative, or case law using hard copy & online sources
* Research & draft briefing notes intended for fee earners
* Document review & contribute to drafting of share purchase agreement
* Assisted partners in areas of IP, Commercial Law & Property Law

**Paralegal - *Kidd Rapinet Solicitors***

Jan – Feb 2013

* Attend courts & meetings & performing other administrative duties
* Assemble & analyse records from courts relevant to a case or client
* Draft defences, legal communications to clients, memorandums, witness statements & complete immigrations forms (Tier 2 and Tier 4)
* Assist partners & associates in areas of IP, Commercial, Property, Employment & Immigration Law & Litigation

**Legal Representative - *Free Representation Unit***

Sep 11 – Dec 12

* Conduct interviews w/clients to gather background info
* Correspond w/clients, counsel & others on factual matters
* Inform clients periodically of case/matter status
* Draft statements, schedule of loss & other documents
* Interview witnesses, review statements & other documentation

**Certifications**

Prince2 Project Management Practitioner

Microsoft Certified Professional Developer & Technology Specialist

EPiServer Certified Developer v.5

French Language Studies (level 6 of 9), United Nations Language School

English/Spanish Translation, San Diego State University. 2:1 (3.35 USA)