**Laura Gordon**

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9 Archdeconary Glebe, Kells, Co. Meath, A82 F2Y1

**EDUCATION**

**Northumbria University, Newcastle Upon Tyne** *Sept 2018- May 2022*

M Law (Exempting) – an integrated Masters degree, meeting the requirements of a Qualifying Law Degree and incorporating knowledge and professional skills within the Legal Practice Course.

Overall degree classification (upper class 2:1- 69)

* *Year 4:* Business Law and Practice (75), Wills and Administration of Estates (58), Practical Legal Research (C), Advocacy (C), Interviewing and Advising (C), Legal Writing (C), Corporate Finance (65), Property Law and Practice (78), Solicitors Accounts (89), Drafting (C), Professional Conduct (80) Legal Research Dissertation (65).
* *Year 3:* Commercial Contracts (65), Company Law (62), Student Law Office (70), Equity and Trusts (54)
* *Year 2:* Land Law (71), Civil Dispute Resolution (57) Public Law (68), Tort Law (60), Property Issues in Practice (66) Animal Law (65),
* *Year 1:* Criminal Law (70), The Criminal Process (73), Contract law (77) English and European Legal Systems (64), Global Business Environment (64) Key Skills for Employability (Competent),

**Glenlola Collegiate Grammar School, Bangor, Co. Down** *Sept 2016-May 2018*

A Levels: Business Studies (A\*), History (A), French (B)

**O’ Carolan College, Nobber, Co. Meath** *Sept 2012-Jun 2015*

Received grades A-C in Junior Certificate in Republic of Ireland in subjects including Maths, English, French and Irish.

**WORK EXPERIENCE**

**Lewis Silkin LLP (Commercial Immigration Paralegal)** *June 2022- Present*

* Working under pressure to achieve a collective outcome within a designated time frame.
* Communicating with and building a relationship with clients while having an awareness of the current market to ensure their individual needs are met whilst managing expectations.
* Drafting legal documents and undertaking legal research to ensure up to date legal advice is being given in a fast pace area of law.
* Proficient in time recording and understanding how the billing process works.
* Experience in this role will support understanding of professionalism, including case management and professional practice.

**HGS-NHS Vaccination Booking Campaign, Online Call Agent)** *Apr 2021 – June 2022*

* Customer focused role, developing interpersonal skills including negotiation and handling difficult situations in a calm and professional manner.
* Demonstrating commitment and an ability to work on my own initiative.
* Developed a good understanding of confidentiality and data protection issues.

**Support Through Court, Newcastle (Volunteer at Court)** *Sept 2019 – December 2021*

* Charitable organisation which supports litigants in persons requiring assistance through the court process. An initiative to provide access to justice for those who cannot afford paid legal representation and do not qualify for Legal Aid.
* Undertaking tasks typical within the legal profession. Duties include; welcoming litigants to the office, interviewing litigants to gain further information, completion of relevant legal forms (such as C100, C79), drafting legal letters and attending hearings.
* Developed an ability to convey complex information in a simple manner, as the role requires volunteers to explain the court process and outcome of the case to litigants.
* Gained insight into the funding difficulties within the legal profession and the impact it has on both litigants and the profession.
* Continued development of professionalism and an understanding of professional practice. Experience supports and confirms my career aspirations to enter the legal profession.

**Student Law Office, Northumbria University, Newcastle (Student Advisor)** *Sept 2021- June 2021*

* Allocated to civil law firm, working in a team of two to provide legal advice and assistance to members of the public under the supervision of a qualified solicitor.
* Undertaking tasks typical within the legal profession. Tasks including undertaking fact finding meetings with prospective clients, researching areas of law, drafting legal letters, drafting relevant documents and providing legal advice to the client.
* Confident in researching legal and non-legal issues to obtain accurate and reliable solutions to provide to clients.
* Good understanding of professional practice, and governance issues in running a legal practice. Familiar with the SRA Code of Conduct and Principles upon which solicitors are required to adhere to.

**National Trust, Newtownards (Catering Assistant)** *Mar 2018 - Dec 2020*

* Duties included opening and closing café, dealing with customer queries and complaints
* Developed my skills in communication and teamwork, to provide customer satisfaction
* A good understanding of how best to work in a team, division of labour, delegation of tasks and co-operation

**ACHIEVEMENTS**

* Appointed to the Law School Honour Roll for the academic year 2018-2019 for receiving grades in the top 10% of my year.
* Recipient of Rutherford Scholarship at Northumbria University for academic achievements in my A-levels.
* Up to Grade 6 (Distinction) in Speech and Drama at Trinity College London.

**REFERENCES**

Vinny Kennedy Kayleigh Barton

Senior Lecturer, Solicitor Team Manager at HGS Call Centre

Northumbria University

Law School

City Campus East

Newcastle upon Tyne

NE1 8ST

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