**Education**

**2018 – present day *BPP University, Bristol, Graduate Diploma in Law***

**2014 – 2018 *University of Edinburgh, Law and International Relations LLB 2:1 (68%)***

**2010 – 2014 *American School of Doha (Qatar)***

* **International Baccalaureate:** 38/45 points

**Legal Work Experience**

**November 2018 – present day** *Volunteer, Personal Support Unit in Bristol Civil and Family Justice Centre (Bristol, U.K.)*

* Manage my own clients and cases
* Provide emotional and practical support for litigants in person
* Work with highly vulnerable clients regarding family matters, small money claims, bankruptcy and housing matters
* Note take in court and debrief clients afterwards on the outcome
* Signpost clients to relevant agencies
* Help clients with paperwork; worked with clients on Form E, N244, and c100 forms

**November 2018** *Taylor Wessing Open Day (London, U.K.)*

* Runner up in the business game and presentation

**April 2018 – June 2018** *Legal Administrator and Personal Assistant, Mov8 Real Estate (Edinburgh, U.K.)*

* Worked alongside the conveyance team
* Answered phone calls, organised the Royal Mail and DX, collected clients’ personal information to satisfy the anti-money laundering requirements, ordered redemption statements and title deeds
* Received GDPR and anti-money laundering training
* Set up files for purchases and sales on the online system LawWare
* Became the personal assistant of a fee earner; carried out ad hoc tasks on her behalf

**June 2017** *Human Rights Global Brigades (Darién Province, Panama)*

* Raised £670 to fund free legal clinics in rural Panama
* Travelled to Panama to work with human rights lawyers on matters ranging from domestic abuse to divorce to child custody arrangements to the right to work

**June 2017** *One week work experience, Hughes Fowler Carruthers (London, U.K.)*

* Shadowed a partner at the Central Family Court
* Researched legal precedents for two family law cases
* Researched the law on divorce in Monaco for partner Frances Hughes
* Entrusted to take minutes at client meetings and conferences with barristers

**February 2016** *Herbert Smith Freehills’ Dispute Resolution Insight Scheme* *(London, U.K.)*

* Learnt about ADR focusing on international arbitration and HSF’s advocacy group
* Took part in the negotiation skills workshop

**December 2015 – January 2016** *Two week internship, Herbert Smith Freehills, (Doha, Qatar)*

* Drafted a confidentiality agreement
* Wrote an internal memorandum on the prevention principle and the possibility of adjudication where a contract is silent with regard to it
* Gave a 40 minute presentation to all lawyers in the office

**Non-Legal Work Experience**

**December 2018** *Waitress at Christmas Spiegeltent (Bristol, U.K.)*

**November 2016 – 2018** *Waitress with Pinkertons Cooks & Caterer (Edinburgh, U.K.)*

**2012 – 2018** *Baby sitter (Doha, Qatar; Edinburgh, U.K.)*

**June – July 2016** *Au Pair (Barcelona, Spain)*

**May – July 2015** *Settlement Administrator at Ascentric (Bath, U.K.)*

**November 2012 – April 2013** *Sales Assistant with Ali Bin Ali Company (worked at exhibitions with brands such as Porsche and Make Up For Ever) (Doha, Qatar)*

**2010 – 2013** *Football Assistant Coach (Doha, Qatar)*

**Voluntary Experience**

**July 2016** *Spa Hostess at WOMAD Festival (Malmesbury, U.K.)*

**July 2015** *Oxfam Stewardess at WOMAD Festival (Malmesbury, U.K.)*

**October 2013** *Built a local school (Mozambique, Africa)*

**March 2010** *Renovated a local school* *(Zanzibar, Africa)*

**September 2009** *Weekend English camp volunteer (*Thailand)

**2009 - 2011** *Street Cat and Dog Rescue (SCAD) volunteer (Bangkok, Thailand)*

**Awards**

* Edinburgh Award (School of Law: Legal Placements)
* 2014 School Female Scholar Athlete of the Year
* 2014 School Female Athlete of the Year
* Award for Outstanding Academic Achievement in Maths and Psychology 2014

**Extracurricular Activities**

**2018 – 2019** *Co-founder and Vice President of the Environmental Consciousness Society*, *BPP*

**2017 – 2018** *Project Manager of The Edinburgh Apprentice, Student Enterprise Society*

* Organised the largest student run business competition in the U.K., with over 150 sign-ups

**2016 – 2018** Commercial Law Society member

**2015 – 2018** Law Society Member

**2016 – 2017** *Third Year Representative for the University of Edinburgh’s Student Law Council*

**2016 – 2017** *Family Law Honours Class Representative*

**2016 – 2017** *Secretary for Student Enterprise Society*

**2015 – 2016** *Business Entities Law Class Representative*

**2015 – 2016** *University Volleyball Team member*

**2015 – 2016** *Street Law Society Second Year Representative*

**2014 – 2015** *University Football Team member*

**2013 – 2014** *High School Football Team Captain*

**References**

Personal Tutor: Mr Stephan Richards (stephanrichards@bpp.com)
Sandra Purves (spurves@warnersllp.com; 0131 668 0460)