joanne bloggs 

LL.B (Hons, FCILEx

I am a competent Chartered Legal Executive with 14 years of experience (5 years PQE) in Private Client Law. I advise across a variety of private client matters with a strong focus on trust and estate administration. I am a proficient probate practitioner with proven experience in higher value and complex matters. I am looking for a senior role with the opportunity to progress to partner.

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| contact123, The StreetThe TownThe City NG1 234(01949) 123456joanne.bloggs@aol.comTwitter: joannebloggs2004LinkedIn: joannebloggs2004work experienceABC Law, Lincoln Chartered Legal Executive : 2014 – dateHandling a busy caseload and challenging targets, drafting Wills, handling administration of estates and Lasting Powers of Attorney, drafting of trusts and inheritance tax planning.XYZ Law, Lincoln Chartered Legal Executive : 2012 - 2014Paralegal : 2011 – 2012Handling a complex caseload of work including Wills, Trusts, Probate and Court of Protection matters, Estates Administration and Tax Planning; and aiding and representing a dynamic range of high net worth Private Clients.123 Law, LincolnParalegal : 2009 – 2011Handling Trust and Tax matters, dealing with Wills, Planning and Trust administration, under the supervision of a Chartered Legal Executive. 456 Law, LincolnParalegal : 2004 – 2009Handling Wills and probate, trusts, administration of estates, LPAs, tax planning and some COP matters under the supervision of a Senior Partner. |  | Education  Legal Practice Course (PgDip) (Merit)Nottingham Trent University2011 - 2012Level 3 & 6 Diploma in Legal PracticeCILEX Law School2007 – 2010skills * Able to demonstrate detailed knowledge and technical expertise in dealing with complex private client caseloads, including wills, probate, tax, and trust matters.
* Strong team player
* Excellent communication and organisational skills.

interests * Hiking
* Road cycling
* Going to the gym
* Snowboarding
* Running

references Tim Jones, PartnerABC Law, Lincolntim.jones@abclaw.co.uk(01234) 567890Claire Jones, PartnerXYZ Law, Lincolnclaire.jones@abclaw.co.uk(01234) 567891 |

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