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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| contact  123, The Street  The Town  The City NG1 234  (01949) 123456  joanne.bloggs@aol.com  Twitter: joannebloggs2004  LinkedIn: joannebloggs2004  work experience  ABC Law, Lincoln  Chartered Legal Executive : 2014 – date  Handling 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 - 2014  Paralegal : 2011 – 2012  Handling 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, Lincoln  Paralegal : 2009 – 2011  Handling Trust and Tax matters, dealing with Wills, Planning and Trust administration, under the supervision of a Chartered Legal Executive.  456 Law, Lincoln  Paralegal : 2004 – 2009  Handling 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 University  2011 - 2012  Level 3 & 6 Diploma in Legal Practice  CILEX Law School  2007 – 2010  skills    * 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, Partner  ABC Law, Lincoln  tim.jones@abclaw.co.uk  (01234) 567890  Claire Jones, Partner  XYZ Law, Lincoln  claire.jones@abclaw.co.uk  (01234) 567891 |

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