

Nicole Lam Yik Ka
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EDUCATION AND QUALIFICATIONS

University of Surrey, United Kingdom Bachelor of Laws (LLB)	2012-2015
Princess Helena College, United Kingdom The GCE Advanced Level (2012) Geography, Mathematics, Chinese, Economics and Psychology (AS)	2010-2012
St Paul's Convent School, Hong Kong Hong Kong Certificate of Education Examination (2010) English, Chinese, Mathematics, Economics, Accounting, Geography, Chinese History and Religious Studies	2005-2010

WORK EXPERIENCES

Paralegal, Eversheds LLP Corporate team, IPO projects – pre-IPO preparation, due diligence, prospectus verification, preparation of A1 submission and listing documents, liaising with external parties and regulatory bodies; Mergers & Acquisitions projects – due diligence, preparation of deal documents; Compliance - drafting and reviewing compliance advisory documents and announcements	January 2017- Present
Paralegal, P.C. Woo & Co. Commercial and Corporate department, participating in IPO projects (both Main Board and GEM) - drafting prospectuses, due diligence and listing documents; conducting due diligence interviews and verification work on prospectuses and research on legal and regulatory requirements of the HKEX and the SFC; translating due diligence documents and liaising with external advisors and service providers on related listing matters	November 2015 – August 2016
Summer Internship, Haldanes Criminal department - Cases involved rape, drug trafficking, robbery, indecent assault and telephone harassment. Conducting legal research on possible criminal conviction of drug trafficking, robbery and telephone harassment in preparation for court hearing and client interview, translating witness statements in robbery and drug trafficking cases, attending court hearings (pre-trial review and sentencing), taking instructions from clients and assisting in the courtroom	August 2014
Summer Internship, Cheng Huan S.C. Chambers Cases involved personal injury, theft, deception, indecent assault and money laundering. Conducting legal research on lottery licence, industrial accidents relating to a personal injury claim and money laundering, attending court hearings (plea in mitigation, trial and sentencing), taking instructions from clients and assisting in the courtroom	July 2014
Summer Internship, Plowman Chambers Cases involved divorce, money laundering, conspiracy to defraud, corruption, drug trafficking and bankruptcy. Conducting legal research on money laundering, drug	April, July and August 2013

trafficking and corruption cases, attending court hearings (pre-trial review, trial – examination in chief and cross examination), taking instructions from clients and assisting in the courtroom

Summer Internship, Chan, Wong & Lam Solicitors	July and August
Conducting legal research on the Conveyancing and Property Ordinance and the Matrimonial Causes Ordinance, attending court hearings (cases involved divorce and bankruptcy) and providing administrative assistance to the firm. Follow-up work on depositions to participating in client interviews	2011

RESPONSIBLE POSTS

Organiser of PHC Christmas Market and Events	2011-2012
Organiser of the Green Society	2011-2012
Guardian angel of the Student Pastoral Support Team	2011-2012
Prefect team at Princess Helena College	2011-2012
Leadership team of Campover events	2011
Organiser of School Open Days	2010-2012

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

University of Surrey Student Law Society	2012-2015
University of Surrey Go-Green Society	2012-2015
UKELA Student Mooting and Essay Competitions	2014
University of Surrey Mooting Competition	2013-2014
External Mooting Competition	2013-2014
Kingswood Geography Field Trip	2011
London Metal Exchange Tour	2011
UK Senior Mathematics Challenge	2011-2012
IFS Student Investor Challenge	2010-2012
PHC Inter-house Competition	2010-2012
London International Model United Nations Conference (MUN)	2010
The Bushcraft Adventure Camp – The ultimate wilderness experience	2010
Peking University Language and Cultural Exchange Programme	2006
Clubs and Societies at St Paul's Convent School	2005-2009
Member of the English Debating Society, Japanese Club, Astronomy Society, Film Society, Science Society, Chinese History Society, Community Youth Club and Health Club	

LANGUAGES

Native Language Cantonese
 Fluent in English (IELTS Score 7.5)
 Fluent in Mandarin
 Conversational Level in Korean

COMPUTER SKILLS

Operating systems

Microsoft Windows, Mac OS

Microsoft Office with high proficiency

Chinese word-processing

Statistical analysis program

Adobe Dreamweaver

REFERENCES

Can be provided upon request