**Profile**

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**Education and Qualifications**

* **University of Surrey (2013-2016) LLB Law**

Subjects Studied-

Year 1:

European Law, Property Law, Law of Tort, Cybercrime, Public Law, European Convention on Human Rights, Legal Skills (mooting)

Year 2:

Contract Law, Criminal Law, Public Law, EU Law, Property Law

Final Year:

Medical Law, Evidence Law, Family Law, Company Law, Child Law, Intellectual Property Law

**Certificate obtained: Second Class Honor, Upper Division (2.1)**

**Skills Developed Including:**

* In depth knowledge on both criminal and civil English laws
* Excellent researching skills by practices to extract relevant legal sources from complex database (Westlaw, LexisNexis)
* Ability to identify, analyze and solve complex legal problems
* Ability to work independently on lengthy essays
* Teamwork skills has developed by doing mootings
* **St. Stephen’s College, Stanley, Hong Kong (2009-2013)**

**HKDSE**, Hong Kong Diploma of Secondary Education (July, 2013):

Subject studied-

Chinese Language: 3 (5 in speaking)  
English Language: 5 (5 in listening and 5\* in speaking)  
Mathematics : 3  
Liberal Studies: 4  
Biology: 4  
Geography: 4

**Legal Work Experience**

* **Deloitte UK/ Bank of America, Paralegal (28th Feb 2017- Present)**
* Negotiating CSA agreements with the Deloitte team for Bank of America to comply with OTC Directive
* Negotiating and explaining different terms in the CSA agreement with clients by phone calls and emails
* Amending CSA agreements by gaining approvals using different online platform and system
* Communicating internally with Allen & Overy, legal team of Bank of America, collateral team of Bank of America and sales of Bank of America by emails and daily call conferences
* Analyzing terms in CSA agreements by reading a “playbook” examples include “Notification time”, “Valuation Date” for the trade transaction between Bank of America and their clients (many other banks)
* **Hampton, Winter And Glynn, Legal Secretary/ Paralegal (Aug 2016-Oct 2016)**
* Assisting associate lawyer in matrimonial cases and personal matters
* Communicating with clients by emails, phone calls and letters
* Arranging meetings with clients
* Administrative work including filing correspondence and pleadings bundles, filling in timesheets and billing to clients and counsel
* Drafting legal documents and letters to Family Court and High Court
* Preparing Bundles for hearings
* **Liberty Chambers Hong Kong, Mini-pupillage (Aug 2015- Sep 2015)**
* Assisting Senior Counsel Kevin Hon in legal documents and research
* Attending criminal hearings in relation to rape, assault, theft and careless driving cases
* Studying civil cases relating to defrauding creditors, companies winding up and contracts
* Assisting a civil case relating to defrauding creditors at the High Court
* Attending meetings with clients
* Participating in a moot with other mini-pupil
* **J. Chan, Yip So & Partners Solicitor & Notaries Hong Kong, Internship (Jul 2015- Aug 2015)**
* Assisting partner Jerry Yip in a land case
* Legal research in land registration documents
* Presenting reports on the land case relating to illegal structures in a housing estate
* Assisting in the land case at the lands tribunal
* Studying cases and documents relating to land, real estate transactions, wills and divorce
* Attending meeting with clients

**Part-Time Working Experience**

* **Treasure Hunt Education Centre, Part-Time English Tutor (November 2016- present)**
* Point out any mistakes in students’ homework and learning exercises
* Do dictations with students
* Teach students the correct way to answer questions and how to memorize vocabularies
* Learn to be patient and caring to children (mostly primary school students, some secondary school students)
* **Hollister Co UK, Part-time Impact (October 2014 – June 2016)**
* Strengthened communication skills by solving customers’ enquiries
* Maintaining good humour, tact and patience with the public
* Learning to adapt to a different culture
* Managed the demands of part time work alongside full-time study
* Strengthen organization skills by stocking products
* **RHS Wisley Garden UK, Part-time Cashier (March 2015- June 2015)**
* Greeting customers
* Handling card and money transactions
* Helping with customers enquiries
* Promoting products in the Centre
* Learning to adapt to a different culture
* **GL Events HK (July 2014)**
* Participated at the Hong Kong Jewellery & Gem Fair 2014 as a Cashier
* Job duty include handling a large sum of money
* Greeting customers and helping with their enquiries
* Participated at the Watches and Wonder Exhibition (*Cartier*) as a hostess  
  - Job duties include greeting guests and helping with their enquiries
* **Private Piano Teacher, HK (July 2013)**
* Preparing piano notes for students
* Teaching them to read music notes and to gradually play songs in different levels
* Writing notes to improve students’ playing techniques
* **Abercrombie & Fitch, Part-time Cashier and Model, Pedder Street HK (May 2013- Sep 2013)**
* Handling disputes between customers and the company
* Maintaining good humour, tact and patience with customers
* Reliably handled large sums of money
* Strengthened multi-tasking skills due to a high demand of work

**Additional Skills**

**Computing:**

* Experience with both Windows and Mac computers
* Proficient with Word, Excel and PowerPoint

**Language:**

* English: Fluent writing and speaking
* Cantonese: Fluent writing and mother tongue
* Mandarin: Fluent writing and speaking

**Certificate and awards**

**Academic:**

1. The **Principal’s Merit list** for coming third in class in the First and Second Term Examination (July 2008)
2. Tsui Sai Cheong Special Prize for **Mathematics Scholarship** (2007-2008)
3. Merit for being a helpful and responsible **Boarder Prefect** (June 2010)
4. Merit for **active participation in English lessons** (Dec 2010)
5. Merit for **good performance in the Inter-House Book Promotion Competition** (June 2011)
6. Merit for **outstanding performance in Geography** (March 2012)
7. Merit for **good learning attitude in Liberal Studies** (June 2012)

**Sports:**

1. Inter-House Athletics Competition **Champion in 4x100 Relay** (2009-2010)
2. Inter-House Competition **Second in 4x100 Relay** (2011-2012)
3. School Physical Fitness Award Scheme **Gold Award**
4. **Champion in Inter-House Ball Games** (Basketball) (2013)
5. **House Committee** (2011-2013)
6. **House Cheerleader** (2013)

**Music:**

1. **Music Award (Scholarship)** (2010-2011)
2. **Third in school singing contest** (Piano accompaniment)(2012)
3. **Third in school singing contest** (Piano accompaniment) (2013)
4. Participated in **School Concert** (High School Musical) (2013)
5. Trinity College London Level 4 Diploma in Music Performance Associate of Trinity College London **ATCL Recital 2013** (90 credits)

**Voluntary work:**

1. Certificate of Appreciation of volunteering in **Tai O Stilt house Restoration & Community Development Project** (Phase 3) (2010)
2. Certificate of Appreciation of **participating in the volunteer service programmed** ‘Care for the Mentally Handicapped People’ (May and July 2011)
3. Animal Caring at SPCA Hong Kong (2013)