

Amanda Matyjaszczyk

9 Kingscote Road, Dorridge
Solihull, West Midlands, B93 8RB
☎ 07951478890
✉ amatyjaszczyk@hotmail.co.uk

Education

- 2016– **Legal Practice Course, LL.M**, *University of Law Moorgate*, Predicted Distinction.
Modules: Business Law and Practice (74) | Dispute Resolution (74) | Real Estate (81) |
Electives: Advanced Real Estate | Commercial Law and Practice | Mergers and Acquisitions
| Intellectual Property
- 2012–2016 **Law with German LLB**, *University of Sheffield*, 2:1.
Selected modules: Qualifying Law Degree Modules | German Law and Legal System (74) |
Law Relating to Private Companies (68) | Family Law (71) | Modules in German Language
| Modules in German History and Literature | Presenting and Debating in German (68)
- 2010–2012 **Strode's College**.
A Levels achieved: Government and Politics (A) | Polish (A) | German (B) | History (B)

Work Experience

- 11/16–07/17 **Volunteer**, *Citizens Advice Bureau*, Royal Courts of Justice.
Performed various administrative tasks, drafted case summaries with clients, made appointments for clients over the telephone, answered phone calls, took notes during trials, observed client meetings.
- 03/17–04/17 **Work Placement**, *Eversheds Sutherland LLP*, London.
Drafted case summary which was subsequently used at a presentation, reviewed a set of German law-compliant terms and conditions to ensure compatibility with English law, sat in during conference calls, took part in a webinar.
- 07/16–08/16 **Volunteer**, *Citizens Advice Bureau*, Runnymede and Spelthorne.
Underwent training for a gateway assessor, observed first and follow-up client interviews, assisted the waiting room organiser.
- 09/15–09/15 **Shadowing**, *Maitland Chambers*, London.
Invited by Anthony Trace QC, insight into the court environment by observing appeal trials and the award of injunctions, allowed me to appreciate the importance of networking, communication skills and teamwork
- 10/12–10/13 **Part time junior office assistant**, *Clean Concepts Ltd*, London.
Updated contracts, contacted people of various seniority by telephone and email, written correspondence to employees, completed time sheets.

Positions of Responsibility

- 2015-16 **Global Opportunities Ambassador**, *University of Sheffield*.
Represented the University of Sheffield at events promoting the Erasmus Scheme, advised students and parents on the benefits of spending a year abroad, conducted group presentations, helped set up the venue for the Global Opportunities Fair.

2015-16 **Student Mentor**, *University of Sheffield*.

Supported two students from Germany and Austria, ensured a seamless transition to University of Sheffield, applied what I learnt during my year abroad to help them, communicated regularly via email and in person to answer queries.

2013-14 **Polish Society Treasurer**, *University of Sheffield*.

Helped the committee organise a Chopin Piano Recital, secured a grant of £150 for the recital without which the event would not have been able to take place, volunteered to teach Polish which required patience and efficient communication.

Achievements

2016 Awarded distinction in spoken German as recognition of excellent linguistic skills

2015 Successfully completed study of German law at the Freie Universität Berlin

2013 Assisted in the teaching of Polish

2012 Distinction in FCSE Spanish

2011 Achieved A in Extended Project Qualification on topic of the Burqa ban in France

2010 Chosen to be a prefect at Secondary School

Languages

English Native proficiency

Polish Native proficiency

German Full professional proficiency

Studied at University

IT Skills

Proficient in the use of legal resources such as Westlaw, LexisLibrary and PLC.

Familiar with Microsoft Office and other common software.

Interests

Cooking

Baking

Politics

Fitness

Reading

Travel

References

Andreas Rühmkorf,
Personal Tutor,
Bartolomé House,
The University of Sheffield,
Sheffield,
South Yorkshire,
S3 7ND
a.ruhmkorf@sheffield.ac.uk

Catherine Phillips,
Office Manager,
RCJ Advice Bureau,
Royal Courts of Justice,
Strand,
London,
WC2A 2LL
catherine.phillips@rcjadvice.org.uk

Further references available on request.