**Tala Ammoun**

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Education

**BPP Holdings**; London, UK, September 2021 ─ July 2022

Merit in LLM Legal Practice (Solicitors)

**City, University in London**; London, UK, September 2020 ─ June 2021

Condemnation in the Graduate Diploma in Law

**Richmond the American International University in London**; London, UK, September 2017 ─ August 2020

First-Class Honours in BA in international Relations with a Minor in International Business

**Omar Ben El Khattab College**; Beirut, Lebanon, September 2014 ─ June 2017

Lebanese Baccalaureate Certificate in Sociology and Economics

**Omar Ben El Khattab College**; Beirut, Lebanon, September 2013 ─ June 2014

General Pass Certificate

Legal Work Experience

**Duncan Lewis Solicitors;** London, UK, August 2022 ─ October 2022

*Immigration Paralegal:*

* Helped clients apply for legal aid to open cases for them on our system
* Drafted client care letters, expert instructions, witness statements, and representations
* Liaised with the Home Office to chase up decisions, make Subject Access Requests, and submit applications
* Updated clients on the costs of their case and time recorded regularly to meet my daily chargeables

**Bail For Immigration Detainees;** London, UK, December 2021 ─ July 2022

*Volunteer Assistant on the Article 8 Deportation Advice Project (ADAP):*

* Communicated with clients by phone calls and emails to request required documents for legal aid applications
* Drafted grounds for granting Exceptional Legal Aid Funding

**Citizens Advice;** London, UK, September 2021 ─ January 2022

*Witness Service Volunteer:*

* Provided witnesses with information about the court process
* Communicated with legal advisers, ushers, and prosecutors to update witnesses about their case

###### Law For Life; London, UK, April 2021 ─ August 2021

*Research and Evaluation Assistant:*

* Summarized reports in a concise and clear manner using advanced graphs
* Conveyed qualitative and quantitative survey information into comprehensible and lively reports

Non-Legal Work Experience

**Pimlico Fresh;** London, UK, Feb 2022 ─ May 2022

*Barista:*

* Prepared smoothies, teas, and coffees and served tables in a speedy and professional manner
* Fulfilled Deliveroo orders and managed the till at the end of the shift
* Restocked items for the next day and helped the shop maintain a five-star hygiene rating by cleaning tables, washing dishes, and mopping floors and surfaces

**Montcalm Royal London House;** London, UK, June 2021 ─ August 2021

*Barista/Barback:*

* Prepared breakfast and brewed a wide variety of teas and coffees during my morning shifts
* Served a mixture of alcoholic drinks and snacks during my night shifts

###### ELIA Greek Street Food; London, UK, July 2021 ─ August 2021

*Kitchen Porter:*

* Soaked, washed, and polished kitchenware and helped with basic food preparation
* Cleaned the ins and outs of fridges, friers, and grills using select sponges, soaps, sprays, and cloths

**KT & T;** London, UK, July 2021

*Waitress:*

* Took orders, served tables, and swiftly addressed guests’ service needs
* Provided exceptional friendly service that encouraged customers to leave generous tips and positive google reviews

###### Centre for the Study of State, Power, and Globalisation; London, UK, September 2019 ─ December 2019

*Research Assistant:*

* Assisted in event marketing by putting up posters and sending emails to students
* Managed the logistics and operations of conferences and events

**Richmond University Peer Tutoring Programme;** London, UK, September 2018 ─ December 2019

*Peer Tutor:*

* Strengthened students’ understanding of complex concepts in the fields of Economics and Politics
* Improved students’ learning experience through organized and motivational educational sessions

**Richmond University Library;** London, UK, September 2018 ─ December 2019

##### Library Assistant:

* Maintained a high-quality and organized study environment for students
* Assisted in administration by adding new patrons to the library system and data processing

Extra-Curricular Activities and Achievements

**Freedom Law Clinic;** London, UK, May 2021

*Podcast Host, “Review Your Rights”:*

* Conversed with two academics about the Human Rights Act Review and why it is important
* Maintained a humorous attitude that nurtured a long-lasting relationship with the speakers

**Linklaters;** London, UK, April 2021

*Hong Kong SAR Virtual Internship Experience Programme:*

* Prepared a due diligence brief to familiarize a China-based client with the IP of its target company in Hong Kong
* Researched the merger filing requirements in both China and Hong Kong

**Common Purpose;** London, UK, March 2021

*Future Leader Experience:*

* Gained insights from senior leaders on what makes for a great leader
* Collaborated in a diverse team to help an organization build its graduate development programme

**Reynolds Porter Chamberlain (RPC);** London, UK, March 2021

*Virtual Experience Programme:*

* Drafted a letter of response to a potential claim relating to a collapsed bridge
* Reviewed a celebrity publicity agreement relating to the launch of a champagne brand

**Leo Cussen Centre for Law;** London, UK, January 2021

*Virtual Internship in Human Rights Law:*

* Summarised important information for my supervisor from a client facing a deportation order
* Advised on issues regarding disability and unfair dismissal at work