



MAXINE CURRY

LAWYER RESUME

PERSONAL SUMMARY

An experienced Lawyer who is more than able to offer advice on the law, legal procedures and a wide range of associated issues. Maxine possesses an advanced law degree, always demonstrates professionalism in all her dealings with clients and has extensive knowledge of legal, secretarial and office practices. She is an expert at applying the law to a specific situation faced by a client. Right now she is looking for a suitable position with a dynamic and rapidly expanding law firm that wants to recruit the best legal people out there.

AREAS OF EXPERTISE

Corporate sector
International exposure
Legal research
Clinical negligence
Managing legal processes
Intellectual property

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Attention to detail
Flexible
High energy levels
Multitasking

CONTACT

A: Maxine Curry Dayjob
Ltd The Big Peg Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com

WORK EXPERIENCE

Company name – Location

LAWYER Jun 2013 – Present

Responsible for providing accurate and practical advice to clients on all legal aspects relating to their case.

Duties:

- Establishing what needs to be done to solve a client's legal problems.
- Reviewing legal documents to ensure they are in proper format and contain all the necessary paperwork for court acceptance.
- Providing clients with legal advice and support on a wide range of legal issues.
- Representing clients in both criminal and civil trials.
- Attracting additional business from new and existing clients.
- Holding regular casework meetings and review with other legal staff.
- Reporting issues of concern to senior lawyers.
- Involved in drafting precedents and documents.
- Maintaining court dockets and diaries.
- Supporting clients across global sectors.
- Using specialist legal software to compile reports etc.

Company name – Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

Company name – Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Sharing legal information, tips and advice with work colleagues.
- Excellent problem solving and solution finding skills.
- Always respecting the differing needs, culture and values of clients.
- Drafting legal paperwork and material.
- Positive, confident and friendly demeanour with high level of integrity.
- Confident in presenting to decision makers in both public and private organisations.

ACADEMIC QUALIFICATIONS

Nuneaton University
BSc (Hons) Sales Management

2008 – 2011

Coventry Central College
A levels:

Maths (A) English (B) Technology (B) Science (C)

2005 – 2008